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SAN FRANCISCO
BOARD OF SUPERVISORS
GOVERNMENT EFFICIENCY
AND LABOR COMMITTEE
MINUTES

This volume includes Calendars and Budget Analyst Memoranda.
Minutes of the meetings in this volume are not available.

CITY AND COUNTY



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OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

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MAY 4 - 1993

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May 3, 1993

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst *Recommendations*
SUBJECT: May 5, 1993 Government Efficiency and Labor Committee Meeting

Item 1a - File 94-91-4.6

Department: Public Utilities Commission (PUC)
Municipal Railway

Item: Release of reserved funds for trolley bus specifications including program management and administration and miscellaneous expenses.

Amount: \$126,190

Source of Funds: Federal Transportation Administration (FTA) Section 9 formula assistance funds.

Description: On June 17, 1991, the Board of Supervisors approved Resolution No 529-91 (File 94-91-4) authorizing the Public Utilities Commission (PUC) to apply for, accept and expend \$13,815,120 of Federal Transportation Administration (FTA) Section 9 formula assistance funds and \$3,453,780 from various local match sources totaling \$17,268,900 as follows:

<u>Project Description</u>	<u>Federal</u>	<u>Local</u>	<u>Total</u>
Fixed-Facility Rehabilitation	\$6,674,080	\$1,668,520	\$8,342,600
Miscellaneous Equipment	1,144,500	286,125	1,430,625
Non-Revenue Vehicles	729,304	182,326	911,630
Data Processing & Office Equipment	875,164	218,791	1,093,955
24th & Utah Shop Replacement	449,496	112,374	561,870

Memo to Government Efficiency and Labor Committee
May 5, 1993 Government Efficiency and Labor Committee Meeting

<u>Project Description</u>	<u>Federal</u>	<u>Local</u>	<u>Total</u>
Trolley Overhead Reconstruction			
Mission Street	\$3,035,096	\$758,774	\$3,793,870
F-Market Streetcar (PCC) Renovation	526,528	131,632	658,160
Trolley Specification	<u>380,952</u>	<u>95,238</u>	<u>476,190</u>
Total	\$13,815,120	\$3,453,780	\$17,268,900

With the approval of Resolution No. 529-91, the Board of Supervisors reserved \$13,982,500 of the \$17,268,900. To date, \$5,136,603 of the \$13,982,500 has been released per five previous requests for release of reserved funds, as follows:

<u>Description</u>	<u>Amount</u>
Purchase of Computer Equipment	\$ 94,479*
Streetcar Refurbishment	658,160
Modification to Paint Booth Fans	65,000
14 Mission Trolley Overhead Reconstruction	3,793,870
Administrative Work to be Performed by In-House Staff	
Sidewalk and Yard Paving	\$59,673
Yard Security and Communications	51,977
System Waste Collection and Removal	60,234
BART Wet Standpipes, Phase II	117,554
Cable Car Channel Construction	<u>68,827</u>
	358,265
Equipment Purchase, Yard Security and Communications	27,063
Consultant Services, System Waste Collection and Removal	<u>139,766</u>
Total	\$5,136,603

* PUC was required to submit a report on the actual cost of equipment because the \$94,479 represented an estimated cost for the proposed data processing equipment. That report is still pending.

The subject release of funds totaling \$126,190 would increase the total release of funds from \$5,136,603 to \$5,262,793, leaving a balance of \$8,719,707 on reserve.

The proposed release of reserves totaling \$126,190 would provide for program management, administration and miscellaneous expenses associated with trolley bus specifications over a 33 month period from May 1993 through January 1996, as follows:

BOARD OF SUPERVISORS
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Memo to Government Efficiency and Labor Committee
May 5, 1993 Government Efficiency and Labor Committee Meeting

<u>Description</u>	<u>Amount</u>
Program Management and Administration	
5174 Administrative Engineer (Step V) \$35.78 per hour x 984 hours	\$35,208
5240 Electrical Engineer (Step V) \$33.25 per hour x 1,347 hours	44,788
Mandatory Fringe Benefits and COLA	<u>20,004</u>
Subtotal Personnel Costs	\$100,000
Travel (various trolley manufacturers)	
Trip to General Electric in Erie, PA for two employees, five days	\$5,000
Trip to New Flyers Limited Ind. at Winnipeg Canada for two employees, five days	5,000
Trip to Europe including Breda in Florence Italy, ABB in Mann Germany, Renault in Suresness, France and Ramselie & Jenzer in Biel Switzerland for two employees, ten days	<u>8,000</u>
Total Travel	\$18,000
Printing and reproduction	4,000
Advertisement	1,000
Postage and shipping costs	1,000
Purchase of Electric Metering Equipment	<u>2,190</u>
Total Cost	\$126,190

Comments:

1. The subject release of funds would permit Municipal Railway (MUNI) technical personnel to proceed with the preliminary work on the bid specifications for both the standard 40 foot trolley bus and the articulated 60 foot trolley bus including surveying other projects, reviewing industrial surveys and determining eligible trolley bus manufacturers.

2. In the original approval of the FTA Section 9 formula assistance grant, the Board of Supervisors also reserved \$350,000 for consultant services to prepare the bid specifications and assist MUNI in the surveys of available manufacturers. This remaining reserve of \$350,000 will be requested for release when information is available on the proposed consultant to be selected.

Recommendation: Approve the proposed release of reserves.

BOARD OF SUPERVISORS
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Item 1b - File 192-93-5

Department: Department of Parking and Traffic (DPT)

Item: Resolution authorizing the Executive Director of the Department of Parking and Traffic to accept and expend grant funds for a consultant study to evaluate replacement alternatives for the Central Freeway, foregoing reimbursement of indirect costs.

Grant Amount: \$200,000

Grant Period: November 1, 1992 through September 30, 1993 for Emergency Relief Funds
October 19, 1992 through October 19, 1995 for AB 434 Funds

Source of Funds: CalTrans - Emergency Relief Funds - \$150,000
Bay Area Air Quality Management District (BAAQMD) AB 434 Funds - \$50,000

Project: Consultant study to evaluate replacement alternatives for the Central Freeway and improvement of traffic signal timings along Van Ness Avenue and Lombard Street

Description: In September of 1992, the Board of Supervisors urged the DPT to conduct a study to evaluate alternative uses for the Central Freeway which was damaged in the 1989 earthquake. The DPT requested \$150,000 in Emergency Relief Funds from CalTrans in order to conduct the study. Mr. Mark Rand of the DPT reports that upon approval of the Federal Government, CalTrans allocated \$150,000 in Emergency Relief Funds to the DPT.

The Transportation Authority, through the BAAQMD, is designated as a guaranteed recipient of AB 434 funds. Ms. Carmen Clark of the Transportation Authority reports that in October of 1992, the BAAQMD approved the Transportation Authority's request to allocate \$50,000 in AB 434 funds to the DPT for the improvement of traffic signal timings on Van Ness and Lombard streets.

The consultant study would have two different but related objectives. The first objective would be to develop and analyze alternate proposals to improve traffic flow through the study area which is the northerly portion of the Central Freeway viaduct of Highway 101, Van Ness Avenue and Lombard Street. This would be funded by Federal Emergency Relief funds in the amount of \$150,000. The second objective would

BOARD OF SUPERVISORS
BUDGET ANALYST

be to develop improved traffic signal timings through a section of the study area (Van Ness Avenue and Lombard Street). This would be funded by AB 434 funds in the amount of \$50,000. The Department of Parking and Traffic (DPT) reports that these studies would be combined to take advantage of the efficiencies of overlapping the tasks.

The DPT advises that an outside consultant would be retained to perform the study because of the need to obtain timely results. The City must demonstrate active progress on the use of Emergency Relief funds to qualify for further availability of such funds. Therefore, the DPT states that this progress must be demonstrated by September 30, 1993 although the estimated completion date of the study is March of 1994. The DPT reports that it will request an extension of the Emergency Relief Funds through March of 1994.

Budget: None (see Comment No. 1 below)

Required Match: None

Indirect Costs: None

- Comments:**
1. Mr. Tom Folks of the DPT reports that the DPT is currently in its Request For Proposals process and therefore has not yet selected a consultant for the project. As such, a budget and other details have not yet been submitted for this project including the hourly rates and the MBE/WBE status of the consultant. The Budget Analyst therefore recommends that the proposed two grants totalling \$200,000 be placed on reserve pending the selection of the consultant and determination of the number of hours, the hourly rates, and the MBE/WBE status of the consultant.
 2. The DPT reports that indirect costs are not allowed to be funded from Emergency Relief funds or from AB434 funds.
 3. As noted above, the grant period for the Emergency Relief Funds began in November of 1992 and the grant period for the AB 434 funds began in October of 1992. However, the DPT reports that no expenditures from either grant have been incurred. Therefore, an amendment to the proposed resolution to ratify action previously taken is not necessary.
 4. The DPT has completed a Disability Access Checklist which is included in the file.
 5. A copy of the Grant Application Form, as completed by the DPT, is attached.

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- Recommendations:**
1. Amend the proposed resolution to reserve this request of \$200,000 pending the DPT's selection of the consultant, the determination of hours, hourly rates, total project budget and MBE/WBE status of the consultant.
 2. Approve the proposed resolution as amended.

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File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Department of Parking and Traffic

Contact Person: Tom Folks Telephone: (415) 554-2346

Project Title: Central Freeway Areawide Traffic Study

Grant Source: Federal Emergency Relief & BAAQMD AB 434

Proposed (New / Continuation) Grant Project Summary:

This study will evaluate alternative solutions to managing the traffic diversions caused by demolition of the northerly section of the Central Freeway. The scope of work includes an evaluation of existing conditions, the identification of alternative traffic improvement proposals, the development of improved traffic signal timings, and the selection of a preferred alternative through community participation.

Amount of Grant Funding Applied for: \$200,000

Maximum Funding Amount Available: Unknown

Required Matching Funds: None

Number of Positions Created and Funded: None

Amount to be Spent on Contractual Services: \$194,000

Will Contractual Services be put out to Bid? RFP Process

Item 1c - File 146-93-16

Department: Department of Public Health (DPH),
Community Public Health Services (CPHS)

Item: Resolution authorizing the Department of Public Health to apply for a new grant of \$150,000, which includes indirect costs in the amount of \$12,993, from the California Department of Health Services.

Grant Amount: \$150,000

Grant Period: October 1, 1993 to September 30, 1994

Source of Funds: California Department of Health Services

Project: Sedentary Lifestyle Reduction Program

Description: The proposed grant funds would be used by the DPH to train and use CPHS staff to provide outreach services involving the implementation of exercise programs and related health promotion activities (i.e. nutrition). These services would be specifically targeted to the African American, Latino and Asian communities, and would primarily focus on the importance of physical exercise as a means of promoting good health.

Budget: A detailed budget for the proposed grant program would be provided at the time the DPH submits its request for authorization to accept and expend the proposed grant funds.

No. of Persons to be Served: Unknown at this time

Required Match: None

Indirect Costs: \$12,993 (based on 10% of estimated salaries totaling \$129,930)

Comments:

1. Attached is a grant summary, as prepared by the DPH , for the proposed grant.
2. The DPH has prepared a Disability Access Checklist for the proposed grant program which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

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Grantor	DEPT. OF HEALTH SERVICES	Division	COMMUNITY PUBLIC HEALTH
Contact Person	HEALTH PROMOTION SECTION	Section	HEALTH PROMOTION & EDUCATION
Address	714/744 P. STREET	Contact Person	GARTH COLLINS
	SACRAMENTO, CA 94234-7320	Telephone	554-2740
Amount Requested	\$ 150,000	Application Deadline	MAY 17, 1993
Term: From	OCT. 1, 1993	Notification Expected	OCT. 1, 1993
Health Commission		Board of Supervisors: Finance Committee	
		Full Board	

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 150,000 from the period of OCT. 1, 1993 to MAY to provide _____ services.

(Circle appropriate words)

II. Summary: (Concise summary, used additional: number - page served, services and providers)

To train three community outreach workers as health promoters to recruit participation in culturally relevant exercise programs. Three communities will be selected African-American, Asian and Latino. The focus of program will include messages about the importance of exercise to overall good health.

III. Outcomes/Objectives:

To increase physical activity for 30/mins. a day for a least two times a week.

To create a community based health promotion programs that is culturally appropriate and emphasizes exercise.

IV. Effects of Reduction or Termination of These Funds:

New program _____

<u>V. Financial Information:</u>						
	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Req. Match</u>	<u>Approved by</u>
	<u>Two Years Ago</u>	<u>Past Year/Orig.</u>	<u>Proposed</u>	<u>Change</u>		
Grant Amount	_____	_____	\$150,000	_____	_____	_____
Personnel	_____	_____	_____	_____	_____	_____
Equipment	_____	_____	_____	_____	_____	_____
Contract Svc.	_____	_____	_____	_____	_____	_____
Mat. & Supp.	_____	_____	_____	_____	_____	_____
Facilities/Space	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Indirect Costs	_____	_____	_____	_____	_____	_____

VI. Data Processing

(Leave blank unless used) _____

<u>VII. Personnel</u>						
F/T CSC	_____	_____	_____	_____	_____	_____
P/T CSC	_____	_____	_____	_____	_____	_____
Contractual	_____	_____	_____	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Unknown _____

Will grant funded employees be retained after this grant terminates? If so, How?

Unknown _____

Items 2 and 3 - Files 114-93-2 and 125-93-1

Note: These items were continued at the April 21, 1993, Government Efficiency and Labor Committee Meeting.

Items: These items are concerned with enforcement of the City's Housing Code, particularly as it pertains to sub-standard housing and hotels where General Assistance (GA) recipients and Homeless persons are placed by the Department of Social Services.

Item 2, File 114-93-2; Ordinance amending the San Francisco Building Code by amending Section 203 to authorize the Abatement Appeals Board to hear protests and confirm delinquency reports for special assessment of costs under \$5,000.

Item 3, File 125-93-1; Ordinance amending the San Francisco Housing Code by amending Section 204 to establish citation authority for enforcement of the Housing Code.

Description: The following Housing Code enforcement description is keyed to the diagram shown in Attachment I.

Housing Code violations are processed through administrative hearings. Initially, the BBI inspector issues a Notice of Violation to the building owner, giving the owner a specified time period, normally 30 to 45 days, to correct the violation. If the violation is not corrected within the specified time period, the inspector issues a Notice to Show Cause, and schedules a Superintendent's (Superintendent of the BBI) Hearing. If correcting the violation is not resolved as a result of the Superintendent's Hearing, the Housing Inspection Division of BBI transfers the case to the Code Enforcement Division, which then schedules a Director's (Director of DPW) Hearing and so notifies the building owner by issuance of a Notice of Director's Hearing. The building owner is notified that all costs of enforcement will be charged to the owner. The Director's Hearing is scheduled within 30 days of the referral from the housing inspector, but may be continued once for 30 days, for good cause. Also, the building owner may waive the Director's Hearing and proceed directly to a hearing by the Abatement Appeals Board.

The Director of DPW issues a Notice of Decision within 30 days of the Director's Hearing. If building repairs are prescribed, such repairs must commence within 60 days of the decision notice, and must be completed within six months of commencement. A one-time, 90 day, extension may be granted,

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for good cause, for both the commencement and completion of the repair work. The owner may appeal the Director's decision to the Abatement Appeals Board within 10 days of the Notice of Decision, and the hearing will be set within 30 days of the appeal, which may be continued once for 60 days upon showing of good cause. The Abatement Appeals Board renders its findings and decision within 10 days of the hearing and may rehear an appeal if requested within 10 days of its decision. If the Board decides that building repairs are required, it issues an Order of Abatement to the building owner. Failure of the building owner to comply with that Order of Abatement results in the case being referred to the City Attorney.

Recently, the City added provisions for charging violators for the direct costs of code enforcement. The costs are assessed when a Director's Hearing is scheduled, and are retroactive to the first inspection leading to the administrative proceedings. If the fees are not paid, the City records a tax lien against the property. Further, the violations will not be deemed legally abated until all repairs are completed and the assessment for fees is paid.

The City also reports owners of sub-standard housing to the State Franchise Tax Board, which has the authority to disallow deductions on State income tax returns for such housing.

The City has established a Code Enforcement Rehabilitation Fund (CERF) which receives from the State a portion of those funds accumulated from disallowed State income tax deductions. CERF funds are used to defray the costs of code enforcement and to provide loans of up to \$7,500 for low-income owners of sub-standard housing who cannot afford the cost of building repairs.

With respect to the policy of the Department of Social Services (DSS) of referring low income persons to potentially sub-standard housing, in a memorandum of understanding signed by the Directors of Social Services, Public Health, Public Works, and the Chief of the Fire Department (the MOU - See Attachment II), DSS agrees to "upon notice, stop referring individuals to any hotels which have received DPW Orders to abate Building and Housing Code violations."

With respect to File 114-93-2. (Item 2), the Building Code would be amended to authorize the Abatement Appeals Board to place special assessments in amounts of less than \$5,000, against properties that have already been assessed a penalty but the penalty is delinquent. The Board of Supervisors

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currently must authorize all such special assessments. The proposed ordinance would allow the Abatement Appeals Board to make special assessments in amounts of less than \$5,000 without Board of Supervisors approval. Approval by the Board of Supervisors would continue to be required for all special assessments over \$5,000.

With respect to File 125-93-1 (Item 3), which would amend the Housing Code to establish citation authority for enforcement of the Housing Code, the following significant changes would be established:

1. Increases the maximum daily fine by \$500 from \$500 to \$1,000 for violating, disobeying, omitting, etc., any order of the Superintendent of the Bureau of Building Inspection or the Director of Public Works;
2. Extends "public officer" status to all persons authorized by the Housing Inspection Division of BBI to conduct on-site inspections;
3. Requires that the Director of Public Works, in coordination with the Chief of Police, to establish a training program for instructing each employee authorized to be a public officer in arrest and citation procedures for enforcing the Housing Code.
4. Extends criminal penalty provisions to any violation of the Housing Code (currently only violations of Section 701 (a), (b), or (c), which cover minimum heating requirements can be enforced by criminal penalty).
5. Provides for increasing fines for subsequent violations of the Housing Code. Unless otherwise specified, upon a fourth or subsequent violation of the same section of the Housing Code within a one year period, each such additional violation would be charged as a misdemeanor punishable by a fine of not more than \$1,000 or by imprisonment for a period not to exceed six months, no part of which may be suspended. Each and every day during which any provision of the Housing Code is violated, would be deemed a separate offense and could be punished accordingly.
6. Increases the civil penalty for violations of the Housing Code by \$500 from \$500 to \$1,000 for each day such violation is committed or permitted to continue.

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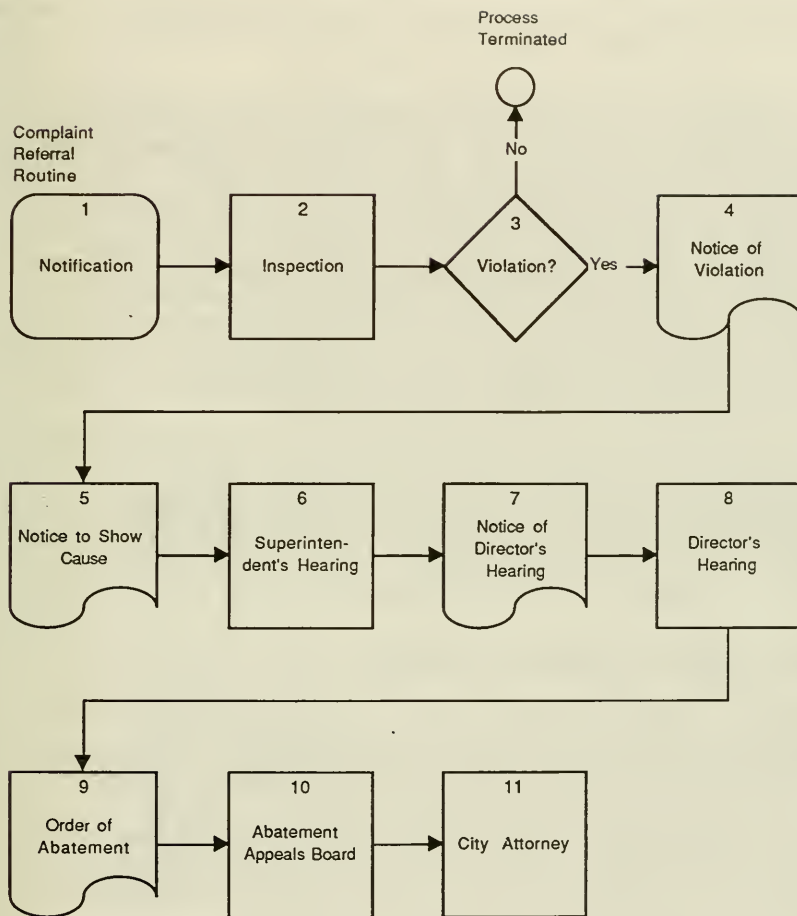
Comments: 1. The Department of Social Services, by letter dated April 14, 1993, is reiterating to the owners/operators of its referral hotels the minimum standards of maintenance, cleanliness, and provisioning of its rented rooms. A copy of that letter is attached to this report (Attachment III).

2. The Department of Public Works has provided the Budget Analyst with a copy of the Department's progress report concerning improvements to code enforcement. A copy of that progress report is attached to this report (Attachment IV).

Recommendation: The decision of whether to approve the proposed ordinances, which pertain to enforcement of the City's Housing Code, the placement of low income persons in sub-standard housing, and related issues, is a policy decision for the Board of Supervisors.

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I Code Enforcement Process



MEMORANDUM OF UNDERSTANDING

Inspection of Hotels Utilized For Housing the Homeless
and General Assistance Applicants

This Memorandum of Understanding (MOU) is between the San Francisco Department of Social Services (DSS), the Department of Public Health (DPH), the Department of Public Works (DPW), and the San Francisco Fire Department (SFFD), and is an attempt to solve a difficult problem through inter-agency coordination. The goal of this MOU is to maximize the availability of safe clean and habitable hotel rooms for placement of the homeless and General Assistance applicants and recipients, by coordinating prompt enforcement of state and local health, building and housing laws. The purpose of this MOU is to define the role of each department in achieving this goal. The signatory departments will meet on a regular basis to evaluate the effectiveness of this MOU in achieving this goal.

In entering into this MOU, the signatory departments are assuming an undertaking only to promote the general welfare. They are not assuming nor are they imposing on any officer or employee an obligation for breach of which the City and County of San Francisco is liable in money damages to any person who claims that such breach proximately caused injury.

The Department of Social Services agrees to:

1. Maintain a list of hotels used to house the homeless and General Assistance applicants and recipients, and to provide copies of this list to the Department of Public Health (DPH), the Department of Public Works (DPW) and the San Francisco Fire Department (SFFD). The list shall be updated as necessary, and shall include the names of the hotels, owner/operators/lessees, mailing addresses, telephone numbers, and the name and telephone number of the DSS Emergency Hotel Supervisor.
2. Provide copies of any agreements with hotel owners to DPH.
3. Upon notice, stop referring individuals to any hotels which are rated "poor" by DPH.
4. Upon notice by DPW or SFFD, stop referring individuals to (or based upon the severity of the conditions, stop utilizing) any buildings for which notices to correct "serious and imminent hazards" (such as fire hazards, unsafe egress, structural safety, door locks, and other dangers to health or safety) have been issued and which have not been abated within 48 hours.

MEMORANDUM OF UNDERSTANDING

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5. Upon notice, stop referring individuals to any hotels which have received DPW Orders to Abate Building and Housing Code violations.
6. Provide orientation to incoming G.A. clients, regarding sanitation and pest control.
7. Provide written guidelines to clients on the GA program regarding general housekeeping and respect for public/private properties.
8. Provide written expectations to hotel operators to ensure that rooms have the following:
 - (a) Beds consisting of frames and mattresses that are clean and in good repair and off the floor.
 - (b) Clean linen to include 2 sheets, 1 blanket, pillow and pillow case, and to change same weekly and with each new occupant.
 - (c) Windows in good repair with clean coverings.
 - (d) Handsink, where provided, to be equipped with hot/cold running water and with fixtures that are in good repair.
 - (e) Showers and bathrooms in rooms or in common areas to be equipped with hot/cold running water and with fixtures that are in good repair.
 - (f) Institute an effective pest control program to eliminate cockroaches and rodents from the facilities.
 - (g) Doors which function properly and which lock.
 - (h) Rooms will be swept and cleaned before each new occupancy.

Complaints about these items shall be reported to DPH.

9. Promptly report/refer complaints from clients to DPH, DPW or SFFD as appropriate.

MEMORANDUM OF UNDERSTANDING

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Provided, nothing in this MOU is intended to affect the authority of General Manager of DSS, consistent with state and local law, to allow the use of a building, for housing the homeless, and General Assistance applicants and recipients, which is in the process of corrective action if that building is deemed safe and habitable by DPW, DPH and SFFD; or, in an extreme situation, where there is no alternative shelter available even if that building has not been determined safe and habitable, to allow the use of a building if the General Manager determines such use appropriate after balancing the need for immediate housing against the potential harm which could be caused by the conditions of a building.

The Department of Public Health agrees to:

1. Inspect rooms, common areas and garbage storage rooms in each hotel on DSS list for Health Code violations pursuant to Article II, Secs. 595 and 596 of the San Francisco Health Code, on a monthly basis.
2. Conduct a joint inspection, with DPW staff of each facility on DSS list, every three months.
3. Pay special attention to insanitary conditions, vermin infestation, and other code violations.
4. Take necessary abatement actions to correct all violations through citation, BEHS/Director of Public Health Administrative Hearings and referral to the City Attorney's Code Enforcement Division.
5. Promptly report and send written referrals to DPW and SFFD regarding building code violations such as heat, blocked fire escapes, non-functional doors, defective structures, electrical and plumbing.
6. Rate hotels "good", "fair" or "poor" and to provide a summary report of all inspected hotels to DSS at the end of each month.
7. Promptly report all hotels receiving a "poor rating" to DSS within 24 hours.
8. Inspect rooms for compliance with the DSS standards as set forth in DSS item 8, above.

MEMORANDUM OF UNDERSTANDING

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9. Implementation of the above MOU in its totality shall be contingent upon adequate staffing with two additional Health Inspectors.
10. Investigate, as appropriate, and notify DSS of the results of the investigation, complaints made by DSS regarding violations of the Health Code or of the DSS standards as set forth in DSS item 8, above within three (3) working days.

The Department of Public Works agrees to:

1. Inspect rooms and common areas in each hotel on the DSS list, jointly with DPH, every three months.
2. Investigate, as appropriate, and notify DPH/DSS of the results of the investigation, complaints made by DSS or by DPH regarding heat violations in any of the listed hotels within 48 hours.
3. Investigate, as appropriate, and notify DPH/DSS of the results of the investigation, complaints made by DSS or by DPH regarding violations by any of the listed hotels, of Building, Electrical, Plumbing, Mechanical and Housing Codes within three (3) working days.
4. Take necessary action to abate violations.
5. Report promptly to DSS instances where notices to correct "serious and imminent hazards" have not been abated within 48 hours.
6. Report DPW Orders of Abatement against any of the listed hotels, to DSS promptly upon issuance.

The San Francisco Fire Department agrees to:

1. Address referred complaints made by DSS, DPH, or DPW regarding any of the listed hotels. The SFFD will notify DSS of findings.
2. Investigate within three (3) working days complaints made by DSS or by DPH regarding violations by any of the listed hotels, of Building and Fire Codes. The SFFD will notify the DSS of the action taken.


MEMORANDUM OF UNDERSTANDING

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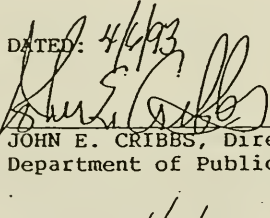
3. Take appropriate action to abate violations.
4. Notify DSS promptly of instances where notices to correct violations of "serious and imminent hazards" have been issued.
5. Report Orders to Abate Fire Hazard against any of the listed hotels to DSS promptly upon issuance.

DATED:

4/6/93

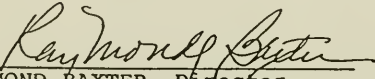

BRIAN CAHILL, General Manager
Department of Social Services

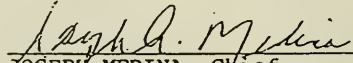
DATED:

4/6/93

JOHN E. CRIBBS, Director
Department of Public Works

DATED:

DATED:


RAYMOND BAXTER, Director
Department of Public Health

4/6/93

JOSEPH MEDINA, Chief
San Francisco Fire Dept.

2111H

nd County of San Francisco

Department of Social Services

Brian F. Cahill
General ManagerMichael Hancock
Acting Assistant General ManagerJohn R. Vera
Assistant General Manager

4/14/93

Dear Hotel Owner/Operator:

This letter is to reiterate this Department's minimum standards and expectations regarding what is to be available to all the people referred to your hotel by this Department.

We expect that every hotel will provide:

1. a pillow and mattress that are clean and in good repair with the mattress on a bed frame off of the floor;
2. clean linen to include 2 sheets, 1 blanket, and a pillow case. The sheets and pillow case must be changed weekly or with each new occupant;
3. windows in good repair with clean coverings;
4. showers and bathrooms in rooms or in common areas to be equipped with hot and cold running water with fixtures that are in good repair;
5. an effective pest control service monthly, or as directed by the Department of Public Health, to eliminate cockroaches and rodents from the premises;
6. rooms that are swept and cleaned weekly, or before each new occupant moves in;
7. room doors that work and which have functioning locks;
8. access to the hotel common areas and individual rooms as necessary for inspectors from Bureau of Building Inspections (DPW), Department of Public Health, and Fire Department.

The inspectors from Public Health will inspect each hotel at least monthly. Inspectors from Public Works will make a joint inspection with Public Health at least once every three (3) months. A Fire Inspector will inspect as required.

In addition, hotel owners/operators must attend a training seminar given by Department of Public Health on the maintenance of the hotels. You will be notified of the date, time and location of this seminar.

If you have any questions, please call Bob Gill at 558-4771.

Thank you.

Sincerely,



Dorothy Enisman, Director
Emergency Housing and
General Assistance Programs

cc: Brian Cahill, General Manager, DSS.
John Vera, Asst. General Manager, DSS
Bobbie Rifkin, Section Manager, Emergency Housing Program
Bob Gill, Supervisor, Emergency Housing Program Program

PROGRESS REPORT IMPROVEMENTS TO CODE ENFORCEMENT

- The Bureau of Building Inspection and the Department of Public Health have completed room by room inspections of half of the twenty six hotels utilized by the Department of Social Services for housing people who receive assistance from the City. Notices of Violation have been issued to repair code deficiencies. Hotel owners have begun making repairs.
- A Memorandum of Understanding has been developed defining how Social Services, Public Health, Public Works, and the Fire Department will work together to enforce codes related to the hotels.
- \$120,000 has been sent to the City Attorney to pay for two additional attorneys to prosecute the 300 code enforcement cases currently in the City Attorney's office.
- Funds have been sent to the Department of Public Health to pay for an additional health inspector to inspect hotels for code compliance.
- The Bureau of Building Inspection has received authorization to fill three vacant inspector positions and three vacant clerical positions. These positions will be used to reduce the code enforcement backlog. Once the backlog is abated, these positions will be eliminated through attrition. While the positions are being filled, several inspectors have been reassigned from other areas to inspect hotels.
- The Bureau of Building Inspection has begun working with the City Attorney to simplify the existing code enforcement process.
- Since January 1, 1993, BBI has taken the following actions in code enforcement:

Complaints received	1,124
Complaints abated	685
Superintendent's Hearings	394
Director's Hearings	232
Referred to Franchise Tax Board	150

Item 4 - File 64-93-6

Note: This item was continued by the Government Efficiency & Labor Committee at its meeting of April 21, 1993.

Department: Mayor's Office of Housing

Item: Resolution authorizing the Mayor, acting through the Mayor's Office of Housing, to enter into exclusive negotiations with the Inner Sunset Haight Ashbury Polytechnic Coalition for the sublease of the Polytechnic High School Boys and Girls Gymnasiums to the Inner Sunset Haight Ashbury Polytechnic Coalition for development of community-serving activities.

Description: The City currently owns a leasehold interest in the Polytechnic High School site pursuant to a Ground Lease, dated July 1, 1985, between the City as tenant and the San Francisco Unified School District as landlord. The City in turn, subleases a portion of the school site to Poly High Associates, a California general partnership, for low and moderate income ownership housing (Parkview Commons). The annual rental amount payable to the City under this sublease is \$1.00. Additionally, the City currently subleases the former boys gymnasium facility on the school site to the Pickle Family Circus for a rental amount of \$1.00 annually.

Mr. Joe LaTorre of the Mayor's Office of Housing advises that based on financial considerations regarding the continued operation of the Pickle Family Circus, it is currently anticipated that the Circus will not continue to sublease the former boys gymnasium facility after its current sublease expires on May 31, 1993. The former girls gymnasium facility is not being subleased by the City at this time. Therefore, the Mayor's Office of Housing is proposing to enter into "exclusive negotiations" with the Inner Sunset Haight Ashbury Polytechnic Coalition (ISHA-Poly), a non-profit community development organization, for the sublease of both the boys and girls gymnasiums for development of community programs.

The Mayor's Office reports that the specific services to be provided at the community facilities which would be developed at the site, and the rent to be paid by ISHA-Poly, would be subjects of the proposed negotiations, and have not been determined at this time (see Comment 1).

Section 2.6-1 of the Administrative Code provides that when a proposal for a lease is submitted to the Board of Supervisors for approval, the lease must be awarded to the highest

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responsible bidder in accordance with competitive bidding procedures. In order to create an exception to this legislative provision, the Mayor's Office of Housing is requesting that the Board of Supervisors authorize the Mayor's Office to enter into "exclusive negotiations" with ISHA-Poly as opposed to being required to seek competitive bids for the proposed sublease.

ISHA-Poly is a coalition of individual Inner Sunset and Haight Ashbury neighborhood residents and community-based organizations. ISHA-Poly was formed in 1984 and participated in the citizens advisory process during the development of the Parkview Commons affordable housing complex by the developer, Poly High Associates. ISHA-Poly now desires to establish a multipurpose community center on the Polytechnic High School site. The following organizations are members of ISHA-Poly:

1. Inner Sunset Neighborhood Association
2. Inner Sunset Action Committee
3. Sunset Parkside Education and Action Council
4. Haight Ashbury Neighborhood Council
5. Haight Ashbury Community Development Corporation
6. Golden Gate Senior Services
7. Ecumenical Ministry to the Haight Ashbury
8. Friends of Parkview Commons
9. Pickle Family Circus
10. White Plume Players

Mr. LaTorre indicates that none of the partners in Poly High Associates, the general partnership which developed Parkview Commons, are participants in ISHA-Poly.

Comments:

1. ISHA-Poly's community center proposal encompasses a wide range of activities aimed at families, youth, seniors and individuals with low and moderate incomes. Program activities and services would include, but not be limited to, childcare, art/crafts and music classes, fitness and athletic programs, a hot meal program for seniors, a multi-media center, space for an auditorium and theater, and meeting and lounge room space.

ISHA-Poly proposes to finance the community center activities through a combination of user fees, fundraising events, and public and private grants, donations and gifts. Mr. LaTorre advises that the proposed community center will not rely on City funds for its support, and that the provision of funds by the City will not be a subject of the proposed lease negotiations.

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2. Mr. LaTorre advises that the Mayor's Office of Housing desires to negotiate exclusively with ISHA-Poly for the sublease of the gymnasiums because it believes that a public bid process could potentially narrow the usage of the gymnasium facilities. Whereas ISHA-Poly proposes to offer a wide range of activities aimed at families, youth, and seniors (as discussed above at Comment 1), individual agencies might propose a single usage for the facilities. Additionally, Mr. LaTorre states that the Mayor's Office of Housing believes that ISHA-Poly is representative of the neighborhood's interests. According to Mr. LaTorre, ISHA-Poly would be required by the Mayor's Office to consider and, to the extent possible, include program proposals from other interested parties in their final proposal for the proposed community centers. Additionally, the proposed resolution provides that the proposed sublease would contain specific restrictions to ensure that (1) the gymnasiums would be used for a public purpose during the entire term of the sublease and (2) that any rehabilitation and use of the gymnasiums will not be in violation of the City's Ground Lease with the SFUSD or the City's sublease with Poly High Associates, which operates the Parkview Commons housing development at the site.

3. The Mayor's Office of Housing reports that the City has previously used Community Development Block Grant (CDBG) funds in the amount of \$333,500 to pay for deferred maintenance at the former Polytechnic High School gymnasiums. Under Federal regulations, CDBG funds may only be used to finance community development type activities. The program activities proposed by the ISHA-Poly for the community centers fall within these guidelines for community development activities. In addition, the proposed resolution would require that any sub-lease between ISHA-Poly and the City would include use restrictions to ensure that the programs provided at the site meet CDBG guidelines.

Mr. LaTorre indicates that the need for any additional renovation of the facilities will be determined based on the specific types of services which would ultimately be provided at the proposed community center. Mr. LaTorre indicates that ISHA-Poly would be responsible to identify a source of funds for any additional renovations which are needed. The City would not make any additional renovations to the facilities under the terms of a proposed lease. Mr. LaTorre indicates that a proposed lease would not obligate the City to provide any funds for renovations or operating costs for the community services which would be provided under the lease.

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While Mr. LaTorre states that ISHA-Poly, as a coalition of community based organizations, would not itself be eligible to receive CDBG funds for further renovations at the facility, Mr. LaTorre indicates that an individual non-profit agency which operates one of the services at the facility could apply for Federal CDBG funds, subject to CDBG eligibility requirements.

4. The proposed legislation, if approved by the Board of Supervisors, would authorize the Mayor's Office of Housing to enter into exclusive negotiations with the ISHA-Poly for the sublease of the gymnasiums. The final form of the proposed sublease would be subject to future separate legislation to be approved by the Board of Supervisors.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Item 5 - File 65-93-4

Department: Real Estate Department
San Francisco General Hospital

Item: Ordinance authorizing and approving lease of a portion of the Third Floor of Building 100 and Fifth Floor of the New Hospital at San Francisco General Hospital to the Regents of the University of California.

Location: San Francisco General Hospital - third floor of Building 100 and fifth floor of the New Hospital (the SFGH refers to what would normally be considered the main hospital building built in 1976 as the New Hospital).

Lessee: University of California at San Francisco (UCSF)

Purpose of Lease: Space for the UCSF General Clinical Research Center laboratory (third floor of Building 100) and inpatient and outpatient clinical and research services (fifth floor of the New Hospital)

No. of Sq. Ft. and Cost per Month: 7,635 sq. ft. (1,840 sq.ft. on third floor of Building 100 and 5,795 sq. ft. on fifth floor of New Hospital) at \$1.17 per sq. ft. or \$8,940 per month

Annual Revenue: Approximately \$107,280 for first year (\$8,940 x 12 months)

Term of Lease: October 1, 1992 through September 30, 2002 (10 years)

Escalation: Annual increase corresponding to increases in the Consumer Price Index

Right of Renewal: No

Comments:

1. The approximately 1,840 square feet on the third floor of Building 100 would be used for laboratory purposes. The approximately 5,795 square feet located on the fifth floor of the New Hospital would be used for inpatient and outpatient clinical and research services. Currently, both laboratory and inpatient/outpatient clinical and research services are located on the third floor of Building 100.
2. Mr. Charlie Dunn of the Real Estate Department reports that Building 100 does not meet State Building Code requirements for inpatient services. Ms. Angela Carmen of the SFGH reports that in order to comply with State requirements, the inpatient and outpatient clinical and research services of the General Clinical Research Center

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would be moved from their current location in Building 100 to the fifth floor of the New Hospital building, which does meet State Building Code requirements for inpatient services. The laboratory services of the General Clinical Research Center would remain on the third floor of Building 100.

4. Mr. Dunn advises that the current arrangement for occupancy of SFGH space by UCSF's General Clinical Research Center is based upon a purchase order for services rendered and is not the subject of a written lease agreement. Ms. Kathy Murphy of the SFGH reports that the UCSF has been providing General Clinical Research Center services on the SFGH campus for over a decade. Ms. Murphy advises that when it was determined that the General Clinical Research Center must relocate the inpatient and outpatient clinical and research services to another part of the hospital, it became obvious that the SFGH and the UCSF should establish a formal lease agreement.

5. Mr. Dunn reports that the monthly rent of approximately \$8,940 includes a fair market value base rent of \$4,199 per month (\$.55 x 7,635 sq. ft.) which would be increased annually by the proportionate increase in the Consumers Price Index. Mr. Dunn advises that after the fifth year of the lease, the base rent would be adjusted to the then fair market rent. In addition, Mr. Dunn states that the UCSF would reimburse the City for the proportionate share of the SFGH's operating expenses. Mr. Dunn reports that the current charges for operating expenses are approximately \$.62 per square foot or approximately \$4,741 (\$.62 x 7,635) for a total serviced monthly rent of approximately \$8,940 (\$4,199 + \$4,741).

6. The body of this proposed ordinance states that this lease is retroactive to October 1, 1992. As such, the title of the proposed ordinance should be amended to reflect that the lease is retroactive to October 1, 1992.

- Recommendations:**
1. Amend the title of the proposed ordinance to reflect that the lease is retroactive to October 1, 1992.
 2. Approve the proposed ordinance as amended.

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Item 6 - File 27-93-6

Department: Airports Commission

Item: Ordinance approving Modification No. 4 of the Lease and Use Agreement between Alaska Airlines and the City and County of San Francisco acting by and through its Airports Commission.

Description: The existing lease with Alaska Airlines is for a 30-year term from July 1, 1981 to June 30, 2011.

The proposed ordinance would modify the square footage stipulated in the lease to the measurements of the space actually being leased by Alaska Airlines. The agreement for the lease of various categories of space by Alaska Airlines would be amended to add a net of 612 square feet, as follows:

<u>South Terminal Building</u>	<u>Square Feet</u>	<u>Category</u>
Delete: Second Level	(174)	I
Add: First Level	360	II
-	-	III
Add: First Level	<u>426</u>	IV
Net Added Space	612	

The above Airport space categories are defined as follows:

Category I	Ticket Counters and Hold Rooms (waiting areas by gates).
Category II	Ticket Counter Back Offices, VIP Clubs, Baggage Claim Lobbies.
Category III	Administrative and Operations Offices (basement level)
Category IV	Baggage Handling Areas

Comments: 1. Alaska Airlines Lease and Use Agreement Modification No. 4 was adopted, April 6, 1993, by Airports Commission Resolution No. 93-0074.

2. Presently, Alaska Airlines leases 27,334 square feet of space from the Airport in the South Terminal Building. The proposed net addition would result in an increase of 612 square feet of space for Alaska Airlines, for a total leased space of 27,946 square feet. The total amount of space that would be leased by Alaska Airlines, as a result of the proposed Modification No. 4, by Category, is as follows:

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<u>Category</u>	Number of Square	<u>Actual Number of Square Feet Occupied</u>	<u>Increase Decrease</u>
	<u>Feet Currently Stipulated in the Lease</u>		
Category I	4,863	4,689	(174)
Category II	11,357	11,717	360
Category III	878	878	-
Category IV	<u>10,236</u>	<u>10,662</u>	<u>426</u>
Total	27,334	27,946	612

3. According to Ms. Angela Gittens of the Airports Commission, the annual revenue increase to the Airport from Alaska Airlines which results from the net addition of 612 square feet would be \$8,981 from \$726,489 to \$735,380.

4. Ms. Gittens reports that the proposed amended annual revenues payable to the Airport by Alaska Airlines would have an effective date of April 1, 1993. The increased annual revenue would accrue to the Airport's Unappropriated Surplus. Ms. Gittens stated that although Alaska Airlines has occupied the additional 612 square feet of space for several months, the Airport is not charging for the use of such space prior to April 1, 1993, because the exact date of the use of the space by Alaska Airlines is not known.

5. The Budget Analyst has requested Ms. Gittens to provide the Board of Supervisors with written documentation as to (a) when Northwest Airlines began to occupy the additional space, (b) why the Airport has not charged for this additional space from the date that the additional space was first occupied, and (c) that not charging for this use of space from the date it was first occupied would not result in any lost revenues to the Airport.

Recommendation: Continue this proposed ordinance to the call of the chair pending submission of written documentation as explained in Comment No. 5 above.

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Item 7 - File 27-93-7

Department: Airports Commission

Item: Ordinance approving Modification No. 5 of the Lease and Use Agreement between Northwest Airlines, Inc., and the City and County of San Francisco acting by and through its Airports Commission.

Description: The existing lease with Northwest Airlines is for a 30-year term from July 1, 1981, to June 30, 2011.

The proposed ordinance would modify the square footage stipulated in the lease to the actual measurements of the leased space. The agreement for the lease of various categories of space by Northwest Airlines would be amended to add a net of 1,929 square feet, as follows:

<u>South Terminal Building</u>	<u>Square Feet</u>	<u>Category</u>
Add: First Level	1,240	II
Add: First Level	223	II
Add: First Level	<u>466</u>	IV
Net Added Space	1,929	

The above Airport space categories are defined as follows:

Category I	Ticket Counters and Hold Rooms (waiting areas by gates).
Category II	Ticket Counter Back Offices, VIP Clubs, Baggage Claim Lobbies.
Category III	Administrative and Operations Offices (basement level)
Category IV	Baggage Handling Areas

Comments: 1. Northwest Airlines, Inc., Lease and Use Agreement Modification No. 5 was adopted, April 6, 1993, by Airports Commission Resolution No. 93-0075.

2. Presently, Northwest Airlines leases 51,223 square feet of space from the Airport in the South Terminal Building. The proposed addition of 1,929 square feet of space on the First Level would result in total leased space to Northwest Airlines in the South Terminal Building of 53,152 square feet. The total amount of space that would be leased by Northwest Airlines as a result of the proposed modification No. 4, by Category, is as follows:

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<u>Category</u>	<u>Number of Square Feet Currently in the Lease</u>	<u>Actual Number of Square Feet Occupied</u>	<u>Increase (Decrease)</u>
Category I	10,297	10,297	-
Category II	14,659	16,122	1,463
Category III	10,474	10,474	-
Category IV	<u>15,793</u>	<u>16,259</u>	<u>466</u>
Total	51,223	53,152	1,929

3. According to Ms. Angela Gittens of the Airports Commission, the annual revenue increase to the Airport from Northwest Airlines from the addition of 1,924 square feet space would be \$53,827 from \$1,347,228 to \$1,401,055.

4. Ms. Gittens reports that the proposed amended annual revenues payable to the Airport by Northwest Airlines would have an effective date of April 1, 1993. The increased annual revenue would accrue to the Airport's Unappropriated Surplus. Ms. Gittens stated that although Northwest Airlines has occupied the additional 1,929 square feet of space for several months, the Airport is not charging for the use of such space prior to April 1, 1993, because the exact date of the use of the space by Northwest Airlines is not known.

5. The Budget Analyst has requested Ms. Gittens to provide the Board of Supervisors with written documentation as to (a) when Northwest Airlines began to occupy the additional space, (b) why the Airport has not charged for this additional space from the date that the additional space was first occupied, and (c) that not charging for this use of space from the date it was first occupied would not result in any lost revenues to the Airport.

Recommendation: Continue this proposed ordinance to the call of the chair pending submission of written documentation as explained in Comment No. 5 above.

Item 8 - File 27-93-8

Department: San Francisco International Airport

Item: Ordinance approving the "Foreign Currency Exchanges Lease" between Tele-Trip Company, Inc., and City and County of San Francisco, acting by and through its Airports Commission.

Agreement Amount: \$825,000 per year minimum to be paid to the City by Tele-Trip Company, Inc.

Agreement Period: Four years commencing 90 days after approval by the Mayor.

Description: Under the proposed Agreement, Tele-Trip would operate foreign currency exchange facilities at two of the three foreign exchange facility locations in the Airport's International Terminal. The proposed lease would include a 512 square foot facility on the second level of the International Terminal and a 67 square foot facility on the first level of the International Terminal.

MBE/WBE provisions do not pertain to leases. Ms. Angela Gittens of the Airport reports that the Airport received four bids in response to its Invitation for Bids (IFB) for the foreign currency exchange services, as follows:

<u>Bidders</u>	<u>Amount of Annual Bid</u>
Tele-Trip Company, Inc.	\$825,000
Lenlyn, Limited	\$712,900
Thomas Cook Foreign Currency Services, Inc.	\$602,000
First International Resources, Limited	\$510,000

Tele-Trip, which was the high bidder, would pay to the Airport the sum of \$825,000, annually, adjusted each year for the Consumer Price Index (CPI) taken closest to the anniversary date of the proposed lease.

Right of Renewal: None

Comments: 1. The Airports Commission adopted Resolution No. 93-0060 on April 6, 1993, awarding the Foreign Currency Exchange Lease to the Tele-Trip Company, Inc.

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2. Ms. Gittens reports that Thomas Cook Foreign Currency Services, Inc. is currently the foreign currency exchange operator at two of these facilities in the International Terminal and that the annual payment by Thomas Cook Foreign Currency Services to the Airport for the current year of that five year lease, which expires on July 14, 1993, is \$877,000 or \$52,000 more than the proposed annual payment. Ms. Gittens stated that the reason that all of the bids, including the winning bid, were less than the previous annual payment being made to the Airport is because the bidders are all aware of the difficulty of being profitable at the current annual lease amount.

3. Ms. Gittens reports that the Bank of America also operates a foreign currency exchange facility at a third location in the International Terminal.

4. Ms. Gittens further reports that the Airport surveys 10 Bay Area foreign currency exchange facilities annually in order to determine average foreign currency exchange rates. The Airport's foreign currency exchange lessees cannot exceed such average rates by more than one percent.

Recommendation: Approve the proposed resolution.

Item 9 - File 97-93-20

- Department:** San Francisco Police Department (SFPD)
- Item:** Ordinance amending the Administrative Code by adding Section 16.6-47-1 thereto, permitting representation of the Police Department in certain organizations.
- Description:** The proposed ordinance would amend Chapter 16, Section 16.6 of the San Francisco Administrative Code titled Representation of City and County in Certain Organizations - Memberships in Organizations Authorized, by adding a new Section 16.6-47-1 titled Representation of City and County in Certain Organizations - Police Department.
- The proposed amendment to the Administrative Code would provide for the SFPD to continue membership in organizations which benefit police operations and enhance law enforcement professionalism. The proposed ordinance would authorize SFPD representation in the following organizations:
- California Robbery Investigators Association
 - California Homicide Investigators Association
 - California Association of Criminalists
 - Association of Crime Laboratory Directors
 - American Board of Forensic Document Examiners
 - Southwestern Association of Forensic Document Examiners
 - American Academy of Forensic Science
 - National Association of Bunco Investigators
 - International Association of Credit Card Investigators
 - California Check Investigators Association
 - Law Enforcement Intelligence Unit
 - Northern California Hate Crimes Investigators Association
 - International Association of Asian Crime Investigators
 - California Narcotics Officers' Association
 - Western Intelligence Network
 - International Association of Chiefs of Police
 - National Association of Fleet Administrators
 - California Association for Property and Evidence
 - Computerized CLETS Users Group
 - California Academy and Directors Association
 - North American Transportation Regulators
 - International Association of Identification, California State Division
 - International Association of Bomb Technicians and Investigators
 - Police Executive Research Forum
 - Hispanic Command Officers Association

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- California Peace Officers Association
- California Police Chiefs Association

Comments:

1. Mr. Tom Strong of the SFPD reports that based on a recent audit conducted by the Controller's Office, the SFPD must 1) eliminate the use of its Contingency Fund as the source of funds for the payment of membership dues, 2) establish a separate line item for membership dues in its annual budget, and 3) receive formal approval of membership organizations from the Board of Supervisors through an amendment to the Administrative Code. The proposed amendment to the Administrative Code is in accordance with the Controller's audit report recommendations.

2. Mr. Strong advises that membership dues for all of these organizations totals approximately \$4,000 annually and have been included in the SFPD 1993-94 annual budget. Additionally, Mr. Strong states that the organizations listed above are reflective of the organizations the SFPD participated in for Fiscal Year 1992-93.

Recommendation: Approve the proposed ordinance.

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Item 10 - File 86-93-1

Department: Recreation and Park Commission

Item: Ordinance approving an agreement to conduct the San Francisco County Fair/Flower Show for the calendar years 1994, 1995, and 1996 in the San Francisco County Fair Building and Grounds located in Golden Gate Park.

Description: The proposed ordinance would approve the agreement between the Recreation and Park Commission and San Francisco Flower Show, Inc. The agreement provides that San Francisco Flower Show, Inc., a non profit organization, would act as an independent contractor to produce and manage the 1994, 1995 and 1996 County Fairs. This agreement would expire on December 31, 1996.

The San Francisco Flower Show, Inc. would operate under the general supervision of the Recreation and Park Commission and the direct supervision of the Arboretum Director.

The County Fairs would be held annually in 1994, 1995, and 1996 for the purpose of exhibiting and advertising the agriculture and horticultural products of the City. Activities at the County Fairs include exhibits of home-grown blooms, plants and flower arrangements, competitions in the home-grown plants and flowers, educational demonstrations, plant auctions and sales.

The County Fairs would not require any General Fund support. The County Fairs would be funded by annual allocations from the State Department of Food and Agriculture Division of Fairs and Exhibitions, attendance fees, concessions, and revenues from a benefit preview of the Flower Show.

The agreement provides that the San Francisco Flower Show, Inc. would agree to use the funds received from the State to pay for expenses incurred in connection with the County Fairs.

The Agreement provides that the Recreation and Park Department would furnish additional personnel, materials, supplies, and services needed for the Fair only with the prior approval of the General Manager of the Recreation and Park Department. However, Mr. Walden Valen, Arboretum

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Director, states that no such additional personnel, materials, supplies and services will be required.

The Agreement also provides that the San Francisco Flower Show, Inc. may contract with a non-profit organization, subject to approval of the Recreation and Park Department, to produce a benefit preview of the Flower Show once in each event year. All expenses for production of the benefit preview event would be borne by the non-profit organization.

Comments:

1. Mr. Valen states that the final amount of funding from the State Department of Food and Agriculture Division of Fairs and Exhibitions is still not known. Consequently, the budget for the 1994 County Fair has not been finalized. Mr. Valen expects that the State allocation would be substantially below funds received from past years which ranged from \$65,000 \$155,000.
2. The San Francisco County Fair/Flower Show has been conducted annually since 1935. However, due to State fiscal constraints, the County Fair was not held in 1991 and 1992. The proposed agreement would provide that the County Fair be held annually for the next 3 years, beginning in 1994.
3. The Recreation and Park Department will submit separate legislation to apply for, accept and expend funds from the State Department of Food and Agriculture Division of Fairs and Exhibitions. The detailed budget for County Fair operations will be submitted at that time.

Recommendation: Approve the proposed resolution.

Item 11 - File 97-93-10

Department: Employees Retirement System (ERS)

Item: Ordinance amending the San Francisco Administrative Code by adding Section 16.55-7, regarding internal reciprocity of pension benefits within the City's retirement systems.

Description: The proposed ordinance would amend the Administrative Code by adding a new Section 16.55-7, which would provide the following:

1. When a Miscellaneous Employee transfers to the Police or Fire Departments, the employee would be allowed to leave his or her accumulated retirement contributions in their old plan. Currently, a Miscellaneous Employee in the Employees Retirement System, if the employee transfers to the Police or Fire Plan, is required to withdraw accumulated contributions from that retirement plan, thus making the employee ineligible to receive any benefits from the Miscellaneous Plan when the member retires. The proposed amendment would allow, upon retiring, Employees, who have a vested interest in the Employees Retirement System Miscellaneous Plan, to receive prorated benefits from both the Miscellaneous Employees retirement plan and the applicable Police or Fire Department retirement plans if the Miscellaneous Employee transfers to either the Police or Fire Department.

2. Additionally, under this proposed ordinance, when a uniform employee of the Police or Fire Department transfers to a Miscellaneous department, the uniform employee would be allowed to retain his or her retirement credits earned under the Police or Fire Department retirement plans. Currently, the retirement credits earned by the uniform employees under the Police or Fire Department retirement plans are converted to credits earned under the Miscellaneous Employees Retirement System plan. The credits earned under the Police and Fire Department retirement plans are more valuable than credits earned under the Employees Retirement System for Miscellaneous Employees.

3. Further, under this proposed ordinance, Miscellaneous Employees, who have previously withdrawn their retirement contributions under the Employees Retirement System when they transferred to the Police or Fire Department, would be allowed to repay those monies to the Employees Retirement System plan, thereby making them eligible to receive prorated Retirement benefits from both the Miscellaneous Employees

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retirement plan of the Employees Retirement System and the applicable Police or Fire Department retirement plans.

4. These changes will give San Francisco Retirement Plan members the same rights and benefits when transferring within the System as they now have when transferring to a reciprocal plan outside the System.

Comments:

1. Mr. Dan Maguire of the City Attorney's Office reports that an Amendment of the Whole to the proposed ordinance will be submitted to the Board of Supervisors. According to Mr. Maguire, the Amendment of the Whole will include changes that are technical in nature and will not result in any substantive changes to the proposed ordinance.

2. Mr. Norm Nickens of the Employees Retirement System has requested that this item be continued to the call of the Chair in order to allow the Employees Retirement System additional time to prepare the required actuarial report pursuant to Section 8.500 of the Charter. Section 8.500 provides that before the Board of Supervisors can take action on ordinances relating to members' retirement benefits, the Employees Retirement System must submit to the Board of Supervisors an actuarial report which certifies that such ordinances will not increase costs, other than administrative costs, to the City.

Recommendation: Continue the proposed ordinance to the call of the Chair as requested by the Employees Retirement System.

Item 12 - File 97-93-19

Department: Chief Administrative Officer (CAO)

Item: Ordinance to amend Chapter 1 of the Administrative Code by adding Section 1.25-7 thereto, regarding hold harmless agreements with licensees, permittees, and others at the San Francisco Convention Facilities pertaining to compliance with the Americans with Disabilities Act and requiring approval of the Chief Administrative Officer and the City Attorney for any modification thereto.

Description: The proposed ordinance would amend Chapter 1, Section 1.25 of the San Francisco Administrative Code titled Hold Harmless Agreements with Corporations, Companies, Firms or Military, by adding a new section, Section 1.25-7 - Hold Harmless Agreements with Licensees, Permittees, and Others using the San Francisco Convention Facilities.

The proposed new Section 1.25-7 would allow the San Francisco Convention Facilities management agent, Spectacor Management Group (Facilities Manager) to enter into, without individual approval by the Board of Supervisors, hold harmless agreements with its licenses, permittees and contractors who use the San Francisco Convention Facilities, if the license, permit or contract contains a standard form hold harmless provision pertaining to compliance with the Americans with Disabilities Act (ADA). Currently, each individual license, permit and contract for Convention Facilities, which contains a provision requiring the City to hold the licensee, permittee or contractor harmless from any or all liability, must be approved by the Board of Supervisors.

Under the proposed standard form hold harmless provision, the City would agree to hold harmless a licensee, permittee or other user from liability arising from the alleged failure of the permanent physical structures of the Convention Facilities to comply with applicable Disabilities Laws. The proposed ordinance states that neither the City nor the Facilities Manager would be liable for the alleged non-compliance of non-permanent fixtures in the convention facilities, including meeting room arrangement, auxiliary aids or other set-up arranged by any licensee, permittee or other user of the facility.

Under the proposed ordinance language, licensees, permittees and other users would agree to use timely efforts to determine the needs of disabled persons attending the event and would inform the Facilities Manager of the accommodations that

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would be provided for those disabled attenders in compliance with the Disabilities Laws.

The City Attorney's Office has reviewed the proposed standard form hold harmless agreement and has determined that it provides adequate safeguards for the City. However, the City Attorney indicates that should any licensee, permittee or contractor request a hold harmless provision that is substantially different from the proposed standard form, the agreement would require approval by the Board of Supervisors.

Comment:

Mr. Jack Moerschbaeher of the CAO advises that the purpose of the proposed ordinance is to clarify the respective responsibilities under the ADA of the City, its agent and licensees. Mr. Moerschbaeher reports that the City, through this proposed ordinance, would acknowledge responsibility for removing architectural barriers to access to and within its facilities and the licensee would acknowledge responsibilities for its programmatic arrangements and its changes to the facilities.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 13 - File 25-93-2

Department: District Attorney

Item: Resolution concurring with the Controller's certification that legal process server services can continue to be practically performed for the District Attorney, Family Support Bureau by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed: Legal Process Server Services for the Family Support Bureau

Description: The Controller has determined that contracting for legal process server services in fiscal year 1993-94 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$250,153	\$295,294
Benefits	68,896	76,493
Operating Expenses	<u>88,080</u>	<u>88,080</u>
Total	\$407,129	\$459,867
<u>Contracted Service Costs</u>	<u>151,406</u>	<u>151,406</u>
<u>Estimated Savings</u>	\$255,723	\$308,461

Comments:

1. Legal process server services were first certified as required by Charter Section 8.300-1 in 1986 and have been provided by an outside contractor continuously since then.
2. The current one-year contract, which expires June 30, 1993, is with ABC Legal Process Services. Mr. Joe Matranga of the Family Support Bureau states that the new contractor will be selected through a Request For Proposal (RFP) process.

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3. The contracted service cost used for the purpose of this analysis is based on a projection of anticipated trips by service areas and an estimated unit cost.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department D.A. - Family Support For Time Period FY 1993/94
Contract Services Legal Process Service

- 1) Who performed services prior to contracting out?

Four Family Support Bureau Staff, 2 8102 Process Servers and 2 8158 FSB Investigator IIs. At that time, however, the volume of required service was significantly lower than the current need.

- 2) Number of City employees laid off as result of contracting out?

Two vacant positions (2 8102s) were deleted in FY 84/85 budget.

- 3) Explain the disposition of employees if they were not laid off.

N/A.

- 4) What percent of a City employee's time is spent on services to be contracted out?

1/2 position is engaged in contract monitoring.

- 5) How long have these services been contracted out?

Seven years..

- 6) What was the first fiscal year for a Proposition J Certification?

The first year of certification was FY 1985/86. Calendar Year 1986 was the first year of the contract.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

Unknown - these services are awarded on the basis of a low, bid in response to a Purchasing Department contract proposal. While Family Support seeks out and advises prospective minority and women owned firms on the nature of the service, selection of a contractor is accomplished by the Purchaser.

JOSEPH MATRANGA

Department Representative

Telephone: 553-4319

(4321P)

Item 14 - File 38-93-5

Department: Public Library

Item: Resolution authorizing the City Librarian to accept a gift from the Library Foundation of San Francisco in the amount of \$480,000 to establish a resource collection for the learning disabled and about learning disabilities.

Amount: \$480,000

Description: The proposed resolution would authorize the City Librarian to accept a gift from the Library Foundation of San Francisco in the amount of \$480,000 to establish The Resource Collection for Learning Differences Project at the San Francisco Main Library. The Resource Collection for Learning Differences will provide a resource collection of library materials and books about learning differences for Library patrons including those with learning disabilities.

Of the proposed \$480,000 gift from the Library Foundation to the City, \$240,000 was donated to the Library Foundation by the Charles & Helen Schwab Foundation and \$240,000 was donated to the Library Foundation by the Roberts Foundation. The Library Foundation would disburse the donated funds to the City Library in three phases over a period of four years depending on the amounts needed to complete the three phases of establishing the Resource Collection for Learning Differences at the Main Library. The \$480,000 would be expended over the four year period from March, 1993 through February, 1997 as follows:

Phase 1 (March 1993 - February 1994 -- one year)

Personnel	<u>FTE</u>	
Librarian I	.60	\$31,985
Library Page	.375	10,316
Subtotal	.975	\$42,301
Library Materials and Books		44,225
Publicity & Supplies		10,500
Workshop Support		<u>4,500</u>
Total--Phase 1		\$101,526

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May 5, 1993 Government Efficiency and Labor Committee Meeting

Phase 2 (March 1994 - February 1996 -- two years)

Personnel	<u>FTE</u>	
Librarian I	.60	\$68,849
Library Page	.375	<u>22,205</u>
Subtotal	.975	\$91,054
Library Materials and Books		69,234
Publicity		20,000
Workshop Series		20,000
Technology & Equipment		<u>7,000</u>
Total--Phase 2		\$207,288

Phase 3 (March 1996 - February 1997 -- one year)

Personnel	<u>FTE</u>	
Librarian I	.60	\$37,027
Library Page	.25	<u>2,973</u>
Subtotal	.85	\$40,000
Library Materials and Books		21,686
Publicity		10,000
Children's Dept. Activities		10,000
Technology and Equipment:		
Audio listening equipment		\$20,000
Video viewing equipment		30,000
Voice output equipment		30,000
Computer Software		<u>9,500</u>
Subtotal - Tech. and Equip.		<u>\$89,500</u>
Total--Phase 3		<u>171,186</u>
Total Gift		\$480,000

Comments:

1. According to Ms. Hope Hayes of the San Francisco Public Library, the \$480,000 donation will fund all activities for establishing the Resource Collection for Learning Differences. No City funds will be required for this project.
2. Ms. Hayes indicates that a resource collection for learning differences does not currently exist in any of the City's libraries. Ms. Hayes reports that more than 10 percent of San Francisco residents have a learning difference which prevents them from learning to their fullest potential.
3. According to Ms. Kathy Page at the Main Library, during Phase 1, the Resource Collection will be established at the existing Main Library, where book video and audio cassette

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collections for the learning disabled and learning disabilities will be compiled and made available to Library patrons. During the Phase 2, programs for the public will be conducted and publicity prepared to advertise the Resource Collection. During the Phase 3, which will take place at the pending new Main Library, technology for the learning disabled will be made available as well as links to the Parenting & Early Education Center in the new Main Library's Children's Department.

4. The Project began on March, 1993. Therefore, the proposed resolution should be amended to authorize the City Librarian to accept a gift from the Library Foundation of San Francisco in the amount of \$480,000 retroactively.

- Recommendation:**
1. Amend the proposed resolution to authorize the acceptance of the \$480,000 gift retroactively.
 2. Approve the proposed resolution as amended.

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Item 15 - File - 64-93-7

Department: Public Library

Item: Resolution authorizing the renewal of a lease at 45 Leland Avenue for the Visitacion Branch Library.

Location: 45 Leland Avenue

Purpose of Lease: Space for the Visitacion Branch Library

Lessor: Kenneth Chung

No. of Sq. Ft. and Cost per Month: \$1,955 monthly rent for approximately 2,300 sq. ft. or approximately \$.85 per sq. ft. per month

Annual Cost: \$23,460

Term of Lease: March 1, 1993 through February 28, 1998

Source of Funds: General Fund

Utilities Provided By: City--monthly rent does not include cost of gas, electricity, water, scavenger and janitorial services.

Comments:

1. The proposed lease provides that the lessor would renovate the restrooms to accommodate disabled persons at a cost not to exceed \$4,450. The City would pay the lessor one-half of the cost of renovations, or no more than \$2,225 payable over the term of the lease in monthly installments. According to Mr. Richard Walsh of the San Francisco Public Library Commission, monthly payments for the restroom renovations would commence upon the completion of renovations.
2. The proposed resolution provides that the Lessee would occupy 2,300 square feet of the first floor at 45 Leland Avenue for the entire lease term, unless funds for rental payments are not appropriated in the subsequent fiscal year, at which time the lease would be terminated with 60 days prior written notice to the lessor.
3. The monthly rent payment is subject to an annual Consumer Price Index (CPI) adjustment. The

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proposed lease specifies that such adjustment would be no more than 8 percent and no less than five percent.

4. Mr. Walsh reports that funding for the rent and the restroom renovations are included in the Library's annual budgets.

5. The proposed lease began on March 1, 1993. Therefore the proposed resolution should be amended to authorize approval of the proposed lease retroactively.

- Recommendation:**
1. Amend the proposed resolution to authorize the proposed lease retroactively.
 2. Approve the proposed resolution as amended.

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Item 16 - File 165-93-1

1. This item is a hearing to review the Budget Analyst's Management Audit Report of the San Francisco Clean Water Enterprise Program, with a goal of lowering the sewer service charge.

2. The Budget Analyst previously submitted copies of his Management Audit Report of the Clean Water Enterprise Program to the Board of Supervisors on March 12, 1993.

3. Attachment 1 is a copy of the Budget Analyst's transmittal letter of the management audit report which summarizes the findings and recommendations pertaining to the management audit of the Clean Water Enterprise Program.

4. Attachment 2 is the April 23, 1993 Department of Public Works Plan for Responding to Recommendations in the Budget Analyst's Management Audit of the Clean Water Enterprise.

Comment

The Budget Analyst considers the latest response from the Department of Public Works (see Attachment 2) to be a positive response. It should be noted that on the last page of this response, the Department of Public Works has already received a check in the amount of \$315,490 from Parsons DeLeuw in direct response to one of the major findings contained in the Budget Analyst's management audit report of the Clean Water Enterprise Program.

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CITY AND COUNTY



OF SAN FRANCISCO

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BUDGET ANALYST

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March 12, 1993

Honorable Annemarie Conroy
Member, Board of Supervisors
City and County of San Francisco
Room 235, City Hall
San Francisco, CA 94102

Dear Supervisor Conroy:

Transmitted herewith is the Budget Analyst's management audit of the San Francisco Clean Water Enterprise Program. This management audit was conducted in accordance with Charter Section 2.401, which authorizes the Board of Supervisors to make inquiries concerning departmental operations.

The Director of Public Works has responded to the Budget Analyst's management audit report of the Clean Water Enterprise Program. His response is attached to our report beginning on Page 97. There are numerous disagreements between the Department of Public Works and the Office of the Budget Analyst with respect to the Budget Analyst's findings, conclusions and recommendations. Following our review of the Director's final written response, the Budget Analyst has not altered any of the conclusions and recommendations contained in the report.

The response of the Director of Public Works, particularly with respect to three of the major findings of this report, in the judgment of the Budget Analyst, is inadequate. On Page 69 of the Budget Analyst's report, the Budget Analyst identifies the following finding:

- During Calendar Years 1987 through 1991, nearly \$1.5 million was billed by an outside consultant to the Department of Public Works (DPW) in excess of the maximum allowable amount under Federal acquisition regulations and contractual terms and conditions. These excess billings include \$1.3 million for an outside consultant's overhead expenses to fund an Employee Stock Ownership Plan (ESOP). Contributions to the ESOP of as much as 25 percent of

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the salaries of the employees of the consultant, Parsons Deleuw, have been charged as overhead to the City. This 25 percent contribution is over 175 percent more than the City's 9.08 percent retirement contribution rate for the City's Miscellaneous employees. In addition to these excessive charges, such a stock ownership plan must have prior approval by DPW to be an allowable charge to the City. Such prior approval was not obtained. DPW should request reimbursement of the approximately \$1.3 million from Parsons Deleuw for these unapproved ESOP charges. If necessary, this matter should be referred to the City Attorney's Office in order to initiate civil action against the outside consultant to compel repayment of these monies to the City.

Yet the response (see page 125) of the Director of Public Works to this finding of the Budget Analyst is "This is a complex issue that is still under review by the Department and the City Attorney. We will continue to monitor this issue and take action as appropriate."

In the judgment of the Budget Analyst, this is not a complex issue, this is a very simple issue. The City and County of San Francisco should not pay for the above-described Employee Stock Ownership Plan of an outside consultant to the City, namely Parsons Deleuw. In the judgment of the Budget Analyst, this is an inappropriate charge to the City and County of San Francisco.

Secondly, the Director of Public Works does not respond to the Budget Analyst's findings on Page 62 and Page 81 which state:

- During the past four years, the DPW has permitted its outside consultants to purchase on behalf of DPW approximately \$800,000 in equipment, including five automobiles costing a total of \$75,000. By permitting its consultants to purchase such equipment, rather than DPW acquiring the equipment directly through the City's Purchaser, the DPW has unnecessarily allowed outside consultants to realize approximately \$80,000 in profits and, in addition, has lost discounts which were available through the City's Purchaser. Furthermore, by allowing its outside consultants to make such purchases, the DPW's Bureaus of Engineering, Construction Management and Water Pollution Control have not adhered to the City's Charter and Administrative Code requirements.

As has been recommended in this report by the Budget Analyst, such equipment should be purchased through the City's Purchasing Department, in accordance with the City's Charter and Administrative Code requirements, rather than permitting outside consultants of the Department of Public Works to purchase such equipment for the City.

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Thirdly, the Budget Analyst's finding, which is shown on Page 62 of his report, states:

- During the past four years, the DPW has expended approximately \$6.8 million by permitting prime consultants to retain subconsultants which provide engineering support services. By allowing prime consultants to retain subconsultants which provide engineering support services, rather than retaining such subconsultant services directly, the DPW has unnecessarily paid approximately \$400,000 in profits to prime consultants for these subconsultant services.

The Director's response (see page 123), with respect to this finding of the Budget Analyst on the Department's use of subconsultants, states "In general, subconsultants are utilized for two reasons, (1) special expertise needed for the work and not available through the prime and (2) to meet the MBE/WBE goals mandated by CCSF ordinances." The Director further responds on page 124 "The Department already incorporates cost as a factor for selection but not at the expense of quality of the vendor selection for professional services."

The Budget Analyst observes that the Department could contract with Minority Business Enterprise (MBE) firms and Women Business Enterprise (WBE) firms directly or with MBE/WBE firms in joint ventures with the prime contractor. Furthermore, the recommendation of the Budget Analyst to retain subconsultants directly through a competitive vendor selection process rather than permitting DPW consultants to retain subconsultants for engineering support services does not mean that the lowest bidder should be retained, but rather that the most qualified, lowest cost consultant should be retained.

According to Director of Public Works, the Clean Water Enterprise Program "...is cited around the country as a model for combined sewer overflow control. It is also one of the very few systems in the country at such an advanced state of completion. We understand that management audits normally focus more on areas needing improvement than on program accomplishments. We certainly intend to consider your recommendations carefully and to use them to improve the program. But we also believe that any reader of your audit report needs to understand the size, scope, complexity and duration of the program and the significant achievement it does indeed represent for the City and County of San Francisco."

The Budget Analyst's report cites various accomplishments of the Clean Water Enterprise Program including that:

- A comprehensive master plan is underway which will control all combined sewage to eliminate raw sewage overflows into the Bay and the Ocean.

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- San Francisco has anticipated new requirements under the Clean Water Act for the control of combined sewer overflow and standards for sediment and is implementing a system which will meet these requirements.
- The Clean Water Enterprise has been successful in obtaining Federal and State grants and loan funding for master plan capital projects. An estimated \$859 million, or approximately 61 percent of the total estimated master plan of \$1.4 billion, will be funded through Federal and State grants and loans.
- In addition to these master plan activities, the Clean Water Enterprise has also begun developing a master plan which will begin to rehabilitate and repair existing facilities, the development of a water reclamation program, and a flood control program.

Although the Budget Analyst strongly believes that the Clean Water Enterprise Program should be commended for its accomplishments, the Budget Analyst has identified various deficiencies and has made numerous recommendations to correct those deficiencies. This management audit report consists of eleven sections and contains a total of 28 recommendations. Successful implementation of the recommendations contained within this report will not only improve the ability of the Department to carry out its duties in a manner consistent with Federal, State and local regulations, but will also enhance its ability to operate in a more cost effective manner. By implementing the recommendations contained within the body of this report, it is estimated that one time cost savings and increased revenues to the Clean Water Enterprise Fund will amount to \$1.6 million. Additionally, annual operating savings of \$2.5 million will result from implementation of the recommendations contained in this report.

According to the Department's most recent five year revenue plan, the Clean Water Enterprise Fund is expected to require \$106 million to fund Clean Water Program capital and operating costs during Fiscal Year 1992-93. Therefore, by implementing the recommendations made by the Budget Analyst, it is estimated that the Department of Public Works will be able to reduce its funding requirements from sewer service charge revenues by approximately 4 percent in FY 1992-93 dollars in the first year of implementation and by 2.4 percent for each year thereafter, while having sufficient funds to meet its operating and capital requirements. However, since actual sewer service rates charged by the Department are affected by a variety of factors, including residential water consumption, the effect upon sewer service rates cannot be calculated at this time.

This management audit contains findings on the Bureau of Water Pollution Control, the Bureau of Engineering, the Bureau of Construction Management and the Office of Finance and Administration. A summary of our management audit findings is as follows:

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Bureau of Water Pollution Control (BWPC)

- **Section 1.1 - Bureau of Water Pollution Control Organization**

The organizational structure of the Bureau of Water Pollution Control (BWPC) contains intermediate layers of management which are not essential to the successful operation of the Bureau. In addition, related functions are fragmented among various units within the Bureau and wide disparities in supervisory spans of control exist among Bureau divisions. The number of management and supervisory positions are excessive. For example, the Administrative Division of the Bureau of Water Pollution Control has one supervisory position for each three employees.

- **Section 1.2 - Operations Division Staffing**

The Bureau of Water Pollution Control has not employed quantitative techniques such as zero-based budgeting to determine appropriate staffing levels for its Operations Division. As a result, actual staffing levels of the Bureau's wastewater treatment plants and pump stations exceed required staffing levels by approximately 15 percent.

- **Section 1.3 - Maintenance Division Productivity**

Although the Bureau of Water Pollution Control has expended nearly \$1.1 million to develop and implement a Computerized Maintenance and Materials Management System (ELKE), the Maintenance Division is not able to provide a sufficient degree of accountability over the productivity of its labor force. Management reports generated by ELKE are neither comprehensive nor reliable. In addition, the Bureau has been unable to ensure that Maintenance Division personnel adhere to policies restricting absenteeism and establishing hours of reporting. Internal memoranda have indicated that employees frequently do not report to work on time. Based on a review of the time records of 108 individuals, annual sick leave usage per employee averaged 11.1 days, or over 88 percent of the 13 annual sick leave days permitted, for each Division employee during FY 1991-92.

- **Section 1.4 - Southeast Community Facility (SECF)**

During Fiscal Year 1991-92, the Southeast Community Facility (SECF) operating expenditures exceeded operating revenues by approximately \$127,000. Consequently, an operating subsidy of a similar amount from the Clean Water Enterprise was required to fund facility operations. The operating deficit for Fiscal Year 1992-93 is expected to increase to approximately \$234,000. The duties of the Executive Director and the Facility Manager of the Southeast Community Facility should be combined and the position of the Facility Manager should be deleted.

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- Section 1.5 - Contract Management

The Bureau of Water Pollution Control does not have the administrative controls necessary to ensure that the utilization of contractors is (a) in accordance with the City's Charter and Administrative Code and (b) in accordance with sound business practices. As a result, several contracts have been identified which have become unlimited in duration and contractor hourly rates are as much as 35 percent higher than the hourly salary and benefit cost of equivalent Civil Service personnel. The Bureau should also improve its financial controls surrounding the payment of vendor invoices. There has been excessive use by the Bureau of Water Pollution Control of more costly outside contractors in lieu of using less expensive in-house Civil Service employees.

- Section 1.6 - Inventory Management

The inventory management practices of the Bureau of Water Pollution Control are not cost effective. The Bureau should also improve the reliability of its inventory management reports. The recorded value of warehouse inventory as of November, 1992 amounted to approximately \$2.8 million, or more than three times the total value of the equipment replacement parts and supplies issued during the past 12 months. In addition, nearly 4,000 or two-thirds of the 6,000 items maintained within the warehouse did not have any issuance activity during FY 1991-92. As a result, inventory carrying costs are higher than necessary. Due to the fact that no cost data is available for approximately 10 percent of the items maintained within the warehouse, the recorded value of its inventory has been understated by an estimated \$200,000, or approximately 6.6 percent. By implementing procedures to reduce the range and quantity of supplies, it is estimated that the number of items maintained in stock could be reduced by approximately 4,800 items and the Bureau's investment in inventory could be reduced by approximately \$2.6 million.

Bureau of Engineering (BOE) and Bureau of Construction Management (BCM)

- Section 2.1 - Program-Wide Support Activities

The Budget Analyst conducted a management audit of the San Francisco Clean Water Program in November, 1979. This management audit analyzed the use of consultants and recommended that more emphasis be placed on cost factors when retaining consultants. The Board of Supervisors approved a resolution during the 1988-89 budget process which directed City departments to eliminate all consultants where City staff could perform the same tasks at a lower cost. In FY 1991-92, the DPW has spent approximately \$1.8 million in outside consulting costs to provide program-wide support activities for Clean Water capital projects. Currently, there are at least six employees of consultants who are providing

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program-wide support activities which could be provided at a lower cost using City employees.

- Section 2.2 - Capital Projects Cost Containment

The Department of Public Works Bureaus of Engineering and Construction Management need to be more aggressive in controlling planning, design and construction management costs associated with Clean Water Capital Projects. For example, a cost savings of approximately \$600,000 could have been realized by using a competitive vendor selection procedure for Oceanside Water Pollution Control Plant construction management services rather than increasing an existing \$9 million design contract by \$6 million to include such services, without the use of competitive vendor selection procedures.

During the past four years, the DPW has permitted its consultants to purchase on behalf of DPW approximately \$800,000 in equipment, including five automobiles costing a total of \$75,000. By permitting its consultants to purchase such equipment for DPW rather than DPW acquiring the equipment directly through the City's Purchaser, the DPW has unnecessarily allowed consultants to realize \$80,000 in profits and, in addition, has lost discounts which were available through the City's Purchaser. During the past four years, the DPW has expended approximately \$6.8 million by permitting prime consultants to retain subconsultants. By allowing prime consultants to retain subconsultants which provide engineering support services, rather than retaining such subconsultant services directly, the DPW has unnecessarily paid \$400,000 in profit to these consultants.

Office of Financial Management and Administration (OFFMA)

- Section 3.1 - Contract Auditing

The Department of Public Works (DPW) does not audit its consultants to ensure that billings conform to Federal acquisition regulations or to contractual terms and conditions. Since 1987, more than \$30 million in payments have been made to consultants, and none of these payments have been audited. During calendar years 1987 through 1991, nearly \$1.5 million was billed by an outside consultant to the DPW in excess of the maximum allowable under Federal acquisition regulations or contractual terms and conditions. These excess billings include \$1.3 million for a consultant's overhead expenses to fund an Employee Stock Ownership Plan (ESOP). Contributions to the ESOP of as much as 25 percent of the consultant's (Parsons Deleuw, Inc.) employees' gross salaries have been charged as overhead to the City, which is over 175 percent more than the 9.08 percent retirement contribution rate for the City's Miscellaneous employees. In addition to these excessive charges, the ESOP must have prior approval by DPW to be an allowable charge to the City. Such prior approval was not obtained.

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Furthermore, based on a comparison between the maximum allowable overhead rates for Parsons Deleuw and the overhead rates which have been charged by Parsons Deleuw to the City since January, 1989, a total of \$208,801 on overhead billings have been submitted to the City which are in excess of the maximum allowable amount under the Parsons Deleuw master agreement.

- **Section 3.2 - Timeliness of Progress Payment Submittals**

During Fiscal Year 1991-92, the Department of Public Works (DPW) expended approximately \$105 million on the design and construction of Clean Water Enterprise Fund capital assets. Of this amount, approximately \$82 million was financed through Federal and State grant and revolving fund loan programs. During this same time period, an average of 77 days elapsed between the time that funds are expended on grant and loan reimbursable projects, and the time that the corresponding reimbursement request was submitted to the State and Federal governments.

- **Section 3.3 - Fixed Asset Acquisition and Accounting**

The Bureaus of Engineering, Construction Management and Water Pollution Control have not adhered to City Charter and Administrative Code requirements pertaining to the acquisition of, and accounting for, equipment. During the past four years, the DPW has permitted outside consultants to acquire over \$800,000 of communications equipment, computers, vehicles and office furniture for the DPW rather than DPW acquiring such items directly through the City's Purchaser. In addition, internal controls over the custody and disposition of such equipment has not been adequate.

Based on these findings, the Budget Analyst has made the following recommendations:

In Section 1.1 we recommend that the Bureau of Water Pollution Control:

- Within 90 days, submit a proposed reorganization plan to the Director of Public Works and to the Chief Administrative Officer which eliminates non-essential management and supervisory positions.

In Section 1.2 we recommend that the Bureau of Water Pollution Control:

- Within 90 days, develop and submit to the Director of Public Works and to the Chief Administrative Officer a revised shift scheduling pattern and staffing plan which provides for a reduction of eight full-time equivalent Senior, Journey and Apprentice-level Stationary Engineer positions. Such a shift scheduling plan should also include a discussion of how rotating watch crew personnel will be utilized during the time that Stationary Engineers are scheduled to be available for training when such training does not occur ("T" week).

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In Section 1.3 we recommend that the Bureau of Water Pollution Control:

- Develop improved reporting and monitoring systems to include:
 - An annual reconciliation between direct labor hours worked by Maintenance Division employees as indicated by the Finance and Personnel System and as indicated by the Bureau's Computerized Maintenance and Materials Management System (ELKE);
 - Increased precision of estimates regarding the number of direct labor hours required to perform maintenance jobs;
 - Greater accountability over work orders to ensure that estimates are conducted wherever possible and that actual hours necessary to complete work orders are recorded.
- Seek to improve the compliance with management directives regarding absenteeism and hours of reporting through:
 - Requiring employees to submit verifications of illness once their accumulated sick leave during the course of a fiscal year exceeds 48 hours.
 - Requiring that supervisory level staff report to senior management staff at weekly intervals the names of individuals who continually (a) report late to work, (b) whose scheduled break exceeds 20 minutes, or (c) leave work early.
- Within 90 days, submit to the Director of Public Works and to the Chief Administrative Officer a proposed staffing reduction plan to eliminate seven full-time equivalent Stationary Engineers and Instrumentation and Control Technicians.

In Section 1.4 we recommend that the Bureau of Water Pollution Control:

- Consolidate the functions, in the Southeast Community Facility, of the two positions of Executive Director and the Facility Manager and delete from the Department's authorized staffing level one Facility Manager;
- Request that the Real Estate Department negotiate with Decorative Plant Services, Inc. to modify the existing lease agreement to provide for the continued maintenance of all Southeast Community Facility exterior landscaping;
- Reduce budgeted expenditures for intra-departmental services accordingly.

In Section 1.5 we recommend that the Bureau of Water Pollution Control:

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- Discontinue the practice of relying upon higher cost outside consultants to provide management support services in the Maintenance Division and instead use City employees who can accomplish the work at lower cost.
- Reduce expenditures for contractual services to provide training and management support from \$360,000 per year to \$180,000 per year.
- Subject its instrumentation and control maintenance service to the Controller for a comparative cost analysis as required by Proposition "J".
- Reduce expenditures for contract sludge disposal services by \$80,000 and eliminate one driver from the contract's minimum staffing requirements.
- Incorporate improved financial and administrative controls over its utilization of contractors as discussed in the body of this section.

In Section 1.6 we recommend that the Bureau of Water Pollution Control:

- Adopt as a management objective the limitation in the range and carrying cost of items maintained within the warehouse to a level consistent with the Maintenance Division's ongoing operational requirements.
- Reduce materials and supply purchases in Fiscal Years 1993-94 and 1994-95 by \$650,000 per year, for a total one-time savings of \$1,300,000.
- Limit lead order time through the increased use of term purchase agreements.

In Section 2.1, we recommend that the Bureau of Construction Management and the Bureau of Engineering:

- Substitute the use of consultants with City employees to provide program-wide support activities.
- Submit a report to the Board of Supervisors within 180 days after the issuance of this management audit report which reports upon the status of implementation of the 1988 Board of Supervisors resolution.
- Develop and submit to the Chief Administrative Officer a formal departmental policy with respect to the use of consultants that incorporates the decision criteria (limited project duration, specialized expertise and cost effectiveness) as discussed in the body of this section.

In Section 2.2, we recommend that the Bureau of Construction Management and the Bureau of Engineering:

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- Increase the use of competitive vendor selection procedures and incorporate cost factors into selection procedures such as a specification of direct labor hours required, the cost of direct labor and a specification of the overhead and fee rates, rather than issuing contract modifications with the same firms, without the use of such competitive procedures.
- Retain consultants directly through a competitive vendor selection process rather than permitting DPW consultants to retain the subconsultants. This recommendation does not mean that the lowest bidder should be retained but rather that the most qualified, lowest cost consultant should be retained.
- Purchase equipment through the City's Purchasing Department rather than permitting DPW outside consultants to purchase such equipment for the City.

In Section 3.1 we recommend that the Office of Financial Management and Administration (OFFMA):

- Implement an internal contract auditing program. This contract auditing procedure should address overhead rates, including an evaluation of Federal acquisition regulations, and any DPW contractual provisions which further restrict allowable overhead costs.
- Seek reimbursement from Parsons Deleuw, Inc. for \$1,272,625 in excessive and unapproved charges for an Employee Stock Ownership Plan. If necessary, refer this matter to the City Attorney's Office to initiate civil action against this outside consultant in order to compel repayment of these monies to the City.
- Develop a policy to establish maximum allowable retirement contribution rates, to be billed by consultants, which are comparable to the retirement contribution rates for the City's Miscellaneous employees. This policy should be submitted to the Board of Supervisors for approval.
- Deduct the \$208,801 for overhead charges previously billed to the City, which exceed the maximum allowable amount, from future Parsons Deleuw billings.

In Section 3.2 we recommend that the Office of Financial Management and Administration:

- Increase the frequency of grant and loan funded progress payment submittals from bimonthly to monthly intervals.

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In Section 3.3 we recommend that the Office of Financial Management and Administration:

- Adopt policies and procedures to ensure that each Bureau within the Department of Public Works adheres to Charter and Administrative Code requirements regarding the acquisition of equipment.
- Conduct a physical inventory of all equipment purchased by DPW's outside consultants through professional service contracts in order to render a full accounting of all equipment acquired.

Excluding the approximately \$1.3 million for unapproved ESOP charges, the estimated annual and one-time savings, which would be realized by the proper implementation of the recommendations contained in this report, are summarized below:

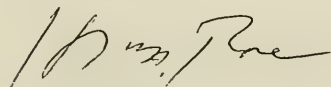
<u>Report</u>			<u>Potential</u>	<u>Potential</u>	
<u>Section</u>	<u>Bureau</u>	<u>Recommendation</u>	<u>Savings</u>	<u>Savings</u>	<u>Total</u>
1.1	BWPC	Eliminate 7 Management/Supervisory Positions	\$566,000	\$0	\$566,000
1.2	BWPC	Eliminate 8 Stationary Engineering Positions	\$510,000	\$0	\$510,000
1.3	BWPC	Reduce 7 FTEs by Increasing Maintenance Division Productivity	\$490,000	\$0	\$490,000
1.4	BWPC	Consolidation and Decreased Expenditures at SECF	\$114,600	\$0	\$114,600
1.5	BWPC	Reduction and Improved Controls for Contractors	\$505,000	\$0	\$505,000
1.6	BWPC	Reduction of Range and Quantity of Inventory	\$65,000	\$1,300,000	\$1,365,000
2.1	BOE/BCM	Provide Program-Wide Support with City Staff	\$100,000	\$0	\$100,000
2.2	BOE/BCM	Capital Project Cost Containment Procedures	\$120,000	\$0	\$120,000
3.1	OFFMA	Reduction of Unallowable Overhead Charges	\$0	\$208,000	\$208,000
3.2	OFFMA	Increase Frequency of Grant and Loan Billings	\$0	\$115,000	\$115,000
3.3	OFFMA	Adhere to City Procedures to Acquire Equipment	\$0	\$0	\$0
Total			\$2,470,600	\$1,623,000	\$4,093,600

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Throughout the course of this management audit, we received the full cooperation of the Director of Public Works and his staff. Without their assistance, our task would have been much more difficult.

Respectfully submitted,



Harvey M. Rose
Budget Analyst

cc: President Alioto
Supervisor Achtenberg
Supervisor Bierman
Supervisor Hallinan
Supervisor Hsieh
Supervisor Kaufman
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Mayor Jordan
City Attorney
Chief Administrative Officer
Controller
Teresa Serata
Barbara Kolesar
Ted Lakey
Director of Public Works
Deputy Director of Public Works for Operations
Deputy Director of Public Works for Financial Management and Administration
Deputy Director of Public Works and Engineering

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Department of Public Works

Plan for Responding to Recommendations
in

San Francisco Board of Supervisors
Management Audit of the
Clean Water Enterprise

April 23, 1993

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1.1 Within 90 days, submit a proposed re-organization plan to the Dir., DPW and to the CAO which eliminates non-essential management and supervisory positions.

BWPC Partially Agree

The Bureau will submit a report to the Director within 90 days which will recommend elimination of any supervisory positions determined to be non-essential.

1.2 Within 90 day, develop and submit to the Dir. of Public Works and to the CAO a revised shift scheduling pattern and staffing plan which provides for a reduction of eight full-time equivalent Senior, Journey and Apprentice-level Stationary Engineer positions. Such a shift scheduling plan should also include a discussion of how rotating watch crew personnel will be utilized during "I" week.

BWPC Partially Agree

The Bureau will submit a report to the Director within 90 days which may or may not result in a change in the shift scheduling pattern, Operations staffing plan or "I" week staff utilization.

1.3, Develop improved reporting and monitoring systems pg. 31 to include:

BWPC Agree

o An annual reconciliation between direct labor hours worked by Maintenance Division employees as indicated by the Finance and Personnel System and as indicated by ELKE;

o Increased precision of estimates regarding the number of direct labor hours required to perform maintenance jobs;

BWPC Agree

Management has increased the review of productivity with first line supervisors, improved the use of delay codes, instituted subdividing larger jobs and monitoring the subdivisions, and reevaluated targets for many jobs. These steps are expected to produce greater precision in estimating maintenance job requirements.

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Recommendation

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o Greater accountability over work orders to ensure that estimates are conducted wherever possible and that actual hours necessary to complete work orders are recorded.

BWPC

Agree

Estimates are being done on all planned work orders. Actual hours to complete are being recorded and measures are being taken (including those listed above) to see that targets are reached. In addition, the Bureau is evaluating ways to improve the accountability of unplanned work orders.

Seek to improve the compliance with management directives regarding absenteeism and hours of reporting through:

o Requiring employees to submit verifications of illness once their accumulated sick leave during the course of a fiscal year exceeds 48 hours;

BWPC

Partially Agree

Our policy is to evaluate each case and, if abuse is evident, appropriate action is taken.

o Requiring that supervisory level staff report to senior management staff at weekly intervals the names of individuals who continually (a) report late to work, (b) whose scheduled break exceeds 20 minutes, or (c) leave work early.

BWPC

Agree

We agree work habits need attention. We suggest bi-weekly reporting.

Within 90 days, submit to the Dir. of Public Works and to the CAO a proposed staffing reduction plan to eliminate seven full-time equivalent Stationary Engineers and Instrumentation and Control Technicians.

BWPC

Partially Agree

The Bureau will submit a plan to the Director within 90 days that demonstrates the need to retain all Maintenance Division staff due to the additional workload imposed by the addition of Oceanside Plan and other new facilities.

1.4, p. 36
Consolidate the functions of the two positions of Exec. Dir. and the Fac. Mgr. and delete from the Department's authorized staffing level one Fac. Mgr.;

BWPC

Agree

This change will be included in DPW's FY 93-94 budget.

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Recommendation

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Dir.

Response

Proposed Action

Request that the Real Estate Dept. negotiate with Decorative Plant Svcs., Inc. to modify the existing lease agreement to provide for the continued maintenance of all SECF exterior landscaping;

BWPC

Agree

A letter is being prepared and will be sent to the Real Estate Department by 4/30/93.

Reduce budgeted expenditures for intra-departmental services accordingly.

BWPC

Agree

This change will be included in DPW's FY 93-94 budget.

1.5,
Pg. 43

Discontinue the practice of relying upon higher cost outside consultants to provide management support services in the Maintenance Division and instead use City employees who can accomplish the work at lower upgrade cost.

BWPC

Partially
Agree

Consultants will be phased out when the upgrade program is completed. Target date is 12/94.

Reduce expenditures for contractual services to provide training and management support from \$360,000 per year to \$180,000 per year.

BWPC

Partially
Agree

Our FY 93-94 budget request for these services has been reduced to \$90,000. We will evaluate the possibility of additional cuts for FY 94-95.

Subject its instrumentation and control maintenance service to the Controller for a comparative cost analysis as required by Proposition "j".

BWPC

Partially
Agree

The Bureau will determine which portions of the Instrumentation and Control Maintenance Service are suitable for Prop J review and submit those to the Controller. The remaining services will be obtained through competitive bidding.

Reduce expenditures for contract sludge disposal services by \$80,000 and eliminate one driver from the contract's minimum staffing requirements.

BWPC

Agree

The plan for the next contract year (FY 93-94) is to eliminate one driver and \$80,000 from the minimum staffing required to haul to Redwood Landfill. Reduced sludge production at Southeast plant will be offset by increased production at Oceanside Plant. We will reevaluate driver minimums

Sec./ Page	<u>Recommendation</u>	Resp. Org.	<u>Response</u>	<u>Proposed Action</u>
	Incorporate improved financial and administrative controls over its utilization of contractors as discussed in the body of this section.	BWPC/ FMA	Agree	once Oceanside Plant is at full capacity. Disposal costs are difficult to predict, but we anticipate that they will decrease because of vendors proposing to compete with Redwood for our sludge.
1.6, pg. 51	Adopt as a management objective the limitation in the range and carrying cost of items maintained within the warehouse to a level consistent with the Maintenance Division's ongoing operational	BWPC	Agree	Our objective has been and continue to be to stock the warehouse at a level appropriate for our needs.
	Reduce materials and supply purchases in Fiscal Years 1993-94 and 1994-95 by \$650,00 per year, for a total one-time savings of \$1,300,000;	BWPC	Partially Agree	We are evaluating current stock to assess what savings can be realized by drawdown. We do not believe it is of the order of magnitude suggested by Audit.
	Limit lead order time through the increased use of term purchase agreements.	BWPC	Agree in principle	We will work with the Purchaser to increase use of TPA's wherever we can.
2.1, pg. 60	Substitute the use of consultants with City employees to provide program-wide support activities.	BOE/ BCM	Agree	In process, need appropriate requisitions. Report to be submitted per next item.
	Submit a report to the Bd. of Supervisors within 180 days after the issuance of this management audit report which reports upon the status of implementation of the 1988 Bd. of Supervisors resolution.	BOE/ BCM	Agree	A report will be prepared by 9/12/93.

Sec. / Page	Recommendation	Resp. Org.	Response	Proposed Action
2.2, pg. 68	Increase the use of competitive vendor selection procedures and incorporate cost factors into selection procedures such as a specification of direct labor hours required, the cost of direct labor and a specification of the overhead and fee rates, rather than issuing contract modifications with the same firms, without the use of such competitive procedures.	BOE/ BCM	Agree	Already done as appropriate. See Section 2.1, Finding #3.
3.1, pg. 75	Retain consultants directly through a competitive vendor selection process rather than permitting DPW consultants to retain the subconsultants for engineering support services. This recommendation does not mean that the lowest bidder should be retained, but rather that the most qualified, lowest cost consultant should be retained.	BOE/ BCM	Agree	Already done as appropriate.
	Purchase equipment through the City's Purchasing Department rather than permitting DPW outside consultants to purchase such equipment for the City.	BOE/ BCM	Agree	A policy is currently being drafted for distribution by 5/30/93.
	Implement an internal contract auditing program.	FMA	Partially Agree	An analysis for the Director's review will be prepared by 5/30/93. It will identify a scope of work, required resources/costs, options for implementing and advantages/disadvantages.

Sec./ Page	Recommendation	Resp. Org.	Response	Proposed Action
	Seek reimbursement from Parsons Deleuw, Inc. for \$1,272,625 in excessive and unapproved charges for an Employee Stock Ownership Plan. If necessary, refer this matter to the City Attorney's Office to initiate civil action against this outside consultant in order to compel payment.	BOE/ FMA	Under review	We are currently discussing this issue with the City Attorney. Action will occur to the extent it is legal and appropriate.
	Develop a policy to establish maximum allowable retirement contribution rates, to be billed by consultants, which are comparable to the retirement contribution rates for the City's Miscellaneous employees. This policy should be submitted to the Bd. of Supervisors for approval.	BOE/ FMA	Partially Agree	A Total Compensation Package is what is to be negotiated. This will be part of our total selection process and when direct and indirect rates are negotiated this will be one of the factors.
	Deduct the \$208,801 for overhead charges from future Parsons Deleuw billings.	BOE/ FMA	Agree	A check from Parsons Deleuw in the amount of \$315,490 was received by the City on 4/1/93 for preliminary (unaudited) overhead adjustments through 12/31/92.
3.2, pg. 79	Increase the frequency of grant and loan funded progress payment submittals from bimonthly to monthly intervals.	FMA	Agree	We are billing all Clean Water loans and grants monthly provided we meet State requirements on minimum size, frequency and documentation.
3.3, pg. 84	Adopt policies and procedures to ensure that each Bureau within the Dept. of Public Works adheres to Charter and Administrative Code section requirements regarding the acquisition of equipment.	FMA	Agree	A policy is currently being drafted for distribution by 5/30/93.
	Conduct a physical inventory of all equipment purchased by DPW outside consultants through professional service contracts in order to render a full accounting of all equipment acquired.	FMA	Agree	Inventory referred to in audit report is complete and was received March 16, 1993.

Item 17 - File 200-93-4

1. This item is a hearing to consider the plan by the Department of Public Works to solicit bids to install public toilets in San Francisco.

2. On March 10, 1993, the Department of Public Works (DPW) requested proposals from contractors for providing public toilets at 27 sites throughout the City (the Attachment identifies the proposed locations for the 27 public toilets). It is intended that there would be a charge of \$0.25 for each public toilet usage, except special free tokens would be available for the homeless. A special plastic card would be available for the wheelchair bound to provide free access to the public toilets. The contractor would receive the proceeds from the \$0.25 usage charge and be responsible for the distribution of the special tokens and the plastic cards.

3. In its formal Request for Proposal (RFP), DPW advises that the City would allow the selected contractor to install advertising kiosks throughout the City to defray the cost of furnishing, installing, operating and maintaining the public toilets. The ratio of advertising kiosks to public toilets would be an important criteria of the City's selection process in awarding the contract for public toilets.

4. According to DPW, the purpose of this Public Toilet Program is to contract with a private firm to install and maintain public toilets at designated areas of the City, utilizing the \$0.25 fee to be charged and advertising as a means to defray capital and operating costs. The contractor would keep 100 percent of the revenue from both the \$0.25 fee and the advertising from the kiosk and public toilet display panels. The program has been developed at the request of the Mayor's Office in response to concerns about the lack of sufficient public toilet facilities. Because the City lacks sufficient funds to purchase and adequately maintain public toilets, the selected contractor would install and maintain the toilets and kiosks at no, or "minor", cost to the City, and reimburse the City for any administrative and public information costs associated with the program. According to Mr. Jacob Szeto of DPW, a "minor" cost to the City might occur if, in negotiating the number of kiosks permitted as part of the total Public Toilet Program, the City decides to reduce the number of kiosks to be installed, which may result in additional offsetting costs to the City. Mr. Szeto could not estimate such costs.

5. The contract to install and maintain public toilets would provide for a term of 20 years from the date it is signed by the City. At the end of 20 years, the City may elect to either have the contractor remove, without cost to the City, all of the public toilets and restore the affected sidewalk and other areas to a safe and finished condition, or to renew the existing agreement. Currently, the RFP does not mention the removal of the kiosks at the end of 20 years.

6. Each bidder must submit a \$25,000 bid security to be retained by the City even if the proposal is withdrawn for any reason. This \$25,000 will be retained by the City as the contractor's Year One payment representing an annual fee to reimburse the City for its administrative and public information costs associated with the Public Toilet Program if the bidder is awarded the contract. Within three days after notification of contract award, the contractor shall submit to the City (1)

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a \$2 million performance bond to be held by the City until all of the agreed upon numbers of toilets and kiosks have been installed, and (2) an irrevocable letter of credit valued at \$350,000 for faithful performance to be held by the City throughout the life of the contract.

7. From the second year of the contract through the 20th year of the contract, the contractor would pay the City a \$25,000 minimum annual fee, subject to increase, if any, based on the annual change in the Consumer Price Index (CPI), in order to cover the City's administrative and public information costs associated with this program for subsequent years. If the City's costs exceed \$25,000, the City's General Fund would be obligated for this additional cost. However, Mr. Szeto advises that current estimates for administrative and public information costs would probably not exceed \$25,000, particularly after the first year when most of the public information necessary to publicize the program will have been completed.

8. According to the RFP, there would be a minimum of 27 public toilet site locations. This number was based on initial economic surveys that identified a realistic minimum number of toilets that needed to be installed in order to attract worthwhile bid proposals. The 27 public toilet site locations were compiled by DPW based on recommendations provided by the Mayor's Office, Recreation and Park Department, the Port Commission and DPW. However, the City reserves the right to change, add or delete any locations without giving reasons for such change, additions or deletions. Also the City may expand the required minimum number of 27 public toilet sites if public acceptance of these public toilets is positive.

9. The contractor would furnish, install, operate and maintain public toilets and advertising kiosks in the ratio prescribed in the contractor's bid at no cost to the City.

10. The contractor's response to the City's RFP must address the following design and appearance issues:

- Is the exterior design of the public toilets and advertising kiosks compatible with the neighborhood surroundings?
- What amenities and conveniences are integrated into the public toilet design?
- How will the public toilets comply with the Federal Americans with Disabilities Act and related State regulations?
- What security devices are incorporated to protect public toilet users?
- What methods and materials are use to minimize graffiti on the public toilets?
- Do the public toilets and/or advertising kiosks have the ability to incorporate other street furniture such as benches and bus shelters?

- What are the size and number of advertising panels incorporated with each public toilet and/or advertising kiosk, and what proportion of the advertising space would be allocated for public service messages?
- Can the public toilet and/or advertising kiosk accommodate sub sidewalk basements? The installation of the public toilets may require the use of up to three feet of vertical space beneath the sidewalk for plumbing and electrical connections which is currently occupied with other uses. The installation of the public toilets would have to accommodate these other existing uses.

11. The contractor's bid proposal would need to satisfy questions pertaining to operations and maintenance as follows:

- How will the toilets and kiosks be operated and what methods would be used to maintain them?
- How often will public toilets and/or advertising kiosk be cleaned and maintained?
- What materials would be used for public toilet construction that provides maximum durability and minimizes maintenance without detracting from the surrounding environment?
- What is the maximum response time needed for repair or replacement of damaged public toilets and/or advertising kiosks?
- How reliable are public toilet hardware and amenities?
- What are the proposed hours of operation for the public toilets?
- How will access be provided for people with disabilities?
- How will complaints be handled regarding repair and lack of maintenance of public toilets and/or advertising kiosks?
- What kind and frequency of maintenance logs, financial reports and income statements will be furnished to the City for review?

12. The contractor's bid proposal would need to satisfy questions pertaining to economic factors as follows:

- Where has the contractor provided public toilets under conditions similar to San Francisco's proposed request?
- What would be the ratio of advertising kiosks to public toilet sites?
- How soon can the contractor install the required number of public toilets?

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- Where will the proposed advertising kiosks be located?
- Does the contractor demonstrate an ability to furnish, operate and maintain the required number of public toilets for the proposed 20-year life of the proposed contract?
- What would be the costs (including any "minor" costs) if the City decided to limit the number of advertising kiosks to 100?
- What would be the costs if the City decided to pay for the entire service without using advertising kiosks?
- What provisions does the proposal contain for hiring San Francisco residents, homeless persons, etc., to improve the City's economy?
- What financial reports/records/audit provisions will be provided to the City to assure the continuing financial health of the contractor?

13. Prior to the installation of the public toilets and advertising kiosks, the contractor must submit to DPW a location drawing and \$350 permit fee for each public toilet and advertising kiosk site. In conjunction with the DPW approval, the contractor must obtain approvals from the Art Commission, Planning Commission, Human Rights Commission, San Francisco Port Commission (if within Port jurisdiction), Recreation & Park Commission (if within or fronting Park property), Bay Conservation and Development Commission (if within 100' of the Bay), Board of Supervisors and other affected agencies.

14. The RFP encourages bidders to hire MBE/WBE firms for work relating to installation, operation and maintenance of public toilets. Each bidder must demonstrate that they have made a good faith effort to meet MBE/WBE goals. The RFP has set the following sub consulting goals for MBE/WBE participation:

Minority Business Enterprises (MBE)	20 percent participation
Women Business Enterprises (WBE)	2 percent participation

Comments:

1. The RFP specifies that after 20 years the City may elect to have all public toilets removed by the contractor. Mr. Szeto advises that DPW inadvertently omitted the option to remove the kiosks which was their intention to include as well as the toilets. Mr. Szeto reports that the option to remove both the toilets and the kiosks will be incorporated into the final contract agreement dealing with the Public Toilet Program.

2. Mr. Szeto advises that two firms have shown interest in submitting proposals to implement the City's Public Toilet Program. These are JC Deaux, a French company that has installed similar facilities in several European countries, and Gannett Outdoor Shelter, which would form a joint venture with Bel & Tom, an

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Israeli firm. Mr. Szeto reports that JC Deaux will display (but not hooked-up for operational use) its public toilet beginning next week at a public site still to be determined by the City. The joint venture of Gannett and Bel & Tom have not yet advised DPW of their intention to provide a similar display or demonstration.

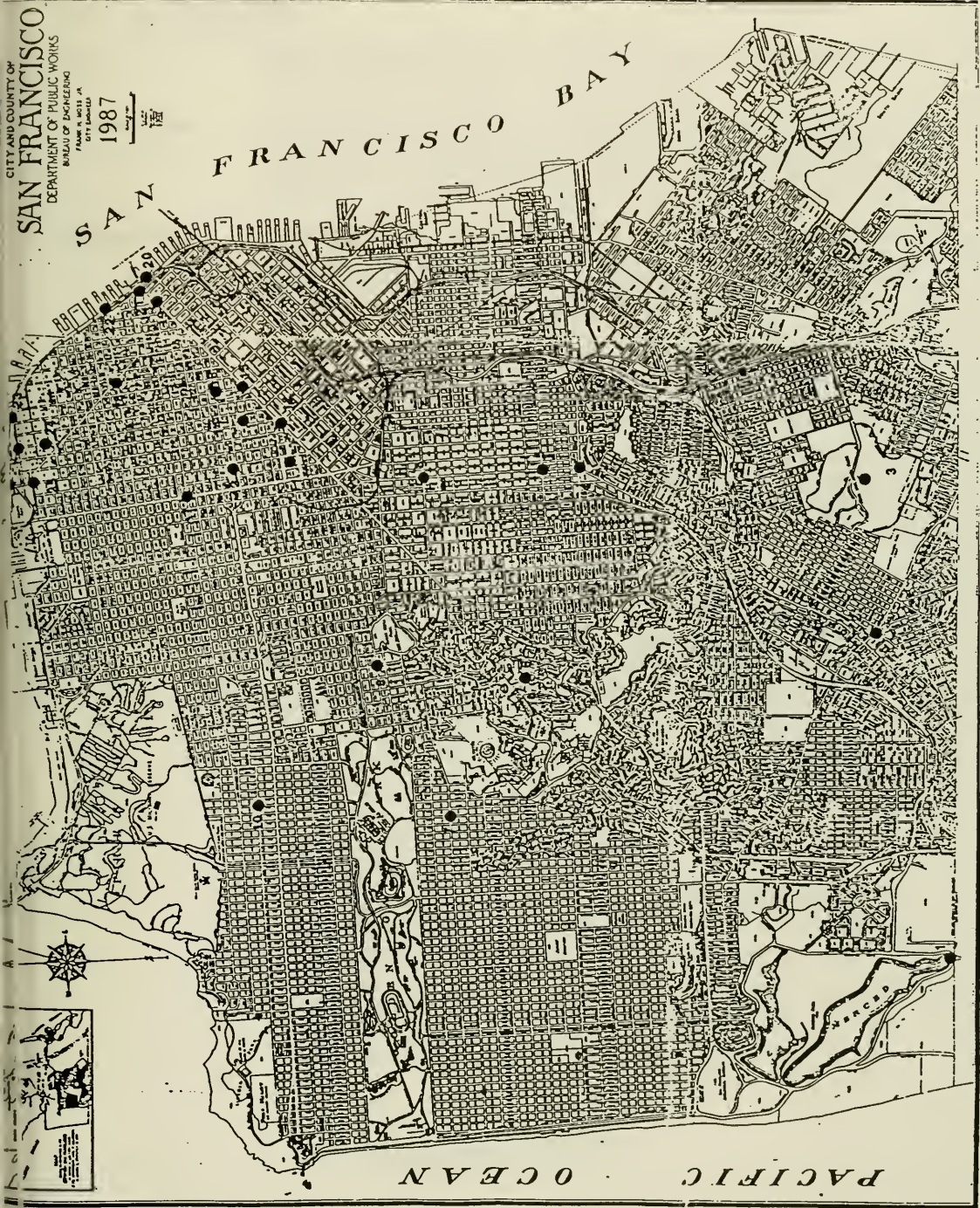
3. As indicated above, the selected contractor who installs and maintains the public toilets and the kiosks would receive 100 percent of the revenue from both the \$0.25 toilet usage fee and the advertising from the kiosk and public toilet display panels. No estimates of the annual revenues from the usage fees and the advertising revenues were provided to the Budget Analyst. Mr. Szeto advises that it will be the City's position to minimize the number of kiosks that will be needed to offset the contractor's cost to install and maintain the public toilets over the proposed 20 year life of the contract. A decision as to the number and location of public toilets and kiosks to be installed and maintained will occur after the bid proposals are received on May 10, 1993 and negotiations with potential contractors have been completed thereafter.

4. As indicated above, the final agreement for the installation and maintenance of the subject public toilets and kiosks is to be submitted to the Board of Supervisors for their review and approval.

Proposed Locations for Public Pay Toilets

(See Corresponding Numbers on Enclosed Map)

- 1.) Lake Merced (South End)
- 2.) Mission and Geneva
- 3.) McLaren Park
- 4.) Mission and Army
- 5.) Mission and 24th
- 6.) Twin Peaks Overlook
- 7.) Judah and 9th
- 8.) Haight and Masonic
- 9.) Mission and 16th
- 10.) 6th and Clement
- 11.) Civic Center Plaza
- 12.) Market and 7th
- 13.) MaCauley Park (Larkin and O'Farrell)
- 14.) Boedecker Park (Jones and Eddy)
- 15.) Market and Powell
- 16.) Geary and Powell
- 17.) California and Van Ness
- 18.) Grant and Columbus
- 19.) Market and California
- 20.) Pedestrian Promenade, South of the Agriculture Building
- 21.) Justin Herman Plaza
- 22.) Marginal Wharf at Pier 7
- 23.) Fisherman's Wharf (Near Pier 41)
- 24.) Bay and Taylor
- 25.) Beach and Hyde
- 26.) Jefferson and Taylor
- 27.) Fisherman's Wharf (Near Hyde Street Pier)



Item 19 - File 165-93-2

Item: Motion directing the Budget Analyst to conduct a management audit of the Department of Parking and Traffic.

Description: According to the proposed motion, the Budget Analyst is being directed to conduct an independent and comprehensive management audit of the City's Department of Parking and Traffic.

Comments: 1. The Budget Analyst is currently performing two projects requested by the Parking and Traffic Commission and paid for by Parking and Traffic funds through work orders to the Board of Supervisors Budget Analyst. These are:

- An operations and budget review of the State-mandated transfer of parking citation adjudication and processing from the City and County's Municipal Court to the Department of Parking and Traffic as the parking citation issuing agency.
- A management audit of City-owned and non-profit parking garages under the authority of the Parking and Traffic Commission.

In consideration of these current projects, and recent work performed by the Controller's Internal Audit Division, the Budget Analyst estimates that a management audit of all other functions of the Department of Parking and Traffic would cost of \$79,716 based on 1,200 hours at the Budget Analyst's average hourly rate of \$66.43. If approved, this audit would be started in late 1993 or early 1994.

2. This management audit would include but not be limited to the following areas:

Staffing of management positions;
Increased or decreased revenues;
Non-civil service positions;
Cost of current rent in comparison to two years ago when the department was under control by the Police Department;
Workers Compensation;
Brophy Study;
Management salaries in compliance with Annual Salary Ordinance;
Premium pay for Parking Control Officers.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 5, 1993 Government Efficiency and Labor Committee Meeting

3. No additional funds would be requested to conduct this management audit since this audit would be completed within the existing budget of the Office of the Budget Analyst as authorized by the Board of Supervisors.

Recommendation: Approval of the proposed motion is a policy matter for the Board of Supervisors.

Item 20 - File 165-93-3

Item: Motion directing the Budget Analyst to conduct a management audit of the Department of Public Health, Paramedic Division.

Description: According to the proposed motion, the Budget Analyst is being directed to conduct an independent and comprehensive management audit of the City's Department of Public Health, Paramedic Division.

Comments: 1. The proposed management audit is estimated to cost \$26,592 based on 400 hours to complete the audit at the Budget Analyst's average hourly rate of \$66.43. If approved, this audit would be started in late 1993 or early 1994.

2. This management audit would include but not be limited to the following areas:

- Organizational structure
- Dispatch procedures
- Staffing
- Response times
- Utilization of contract ambulance services
- Scheduling and deployment of City vehicles
- Equipment maintenance
- Compliance with applicable State and Federal laws
- Medical supplies
- Billing and cost reimbursement procedures

3. No additional funds would be requested to conduct this management audit since this audit would be completed within the existing budget of the Office of the Budget Analyst as authorized by the Board of Supervisors.

Recommendation: Approval of the proposed motion is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 21 - File 165-93-4

Item: Motion directing the Budget Analyst to conduct a management audit of the San Francisco Water Department.

Description: According to the proposed motion, the Budget Analyst is being directed to conduct an independent and comprehensive management audit of the City's Water Department.

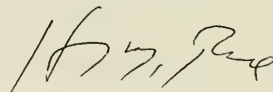
Comments: 1. The proposed management audit is estimated to cost \$106,288 based on 1,600 hours to complete the audit at the Budget Analyst's average hourly rate of \$66.43. If approved, this audit would be started in late 1993 or early 1994.

2. This management audit would include but not be limited to the following areas:

Organizational structure;
Staffing;
Preventive maintenance of equipment;
Evaluation of administrative and financial controls;
Compliance with applicable State and Federal laws as well as City Charter and Administrative Code provisions;
Purchasing;
Inter-departmental coordination;
Development and administration of water rates.

3. No additional funds would be requested to conduct this management audit since this audit would be completed within the existing budget of the Office of the Budget Analyst as authorized by the Board of Supervisors.

Recommendation: Approval of the proposed motion is a policy matter for the Board of Supervisors.


Harvey M. Rose

cc: Supervisor Hallinan	Supervisor Migden
Supervisor Kaufman	Supervisor Shelley
Supervisor Bierman	Clerk of the Board
President Alioto	Chief Administrative Officer
Supervisor Achtenberg	Controller
Supervisor Conroy	Teresa Serata
Supervisor Hsieh	Barbara Kolesar
Supervisor Kennedy	Ted Lakey
Supervisor Maher	

BOARD OF SUPERVISORS
BUDGET ANALYST

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CITY AND COUNTY



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BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

May 17, 1993

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst *Recommendations*
SUBJECT: May 19, 1993 Government Efficiency and Labor Committee Meeting

Item 1a - File 146-92-10.2

Department: Department of Public Health (DPH),
Community Public Health Services (CPHS)

Item: Resolution authorizing the Department of Public Health Services, to accept and expend a grant augmentation in the amount of \$81,719 from the State Department of Health Services, which requires a local match of \$29,014, waiving indirect costs and providing for ratification of action previously taken.

Grant Amount: \$81,719

Grant Period: June 1, 1992 to July 15, 1994 (three years)

Source of Funds: State Department of Health Services (SDHS)

Project: Breast and Cervical Cancer Screening Services

Description: The Board of Supervisors previously approved legislation authorizing the DPH to accept and expend a grant in the amount of \$1,053,333 from the State Department of Health Services (File 146-92-10.1). These grant funds are being used to promote preventive health care by providing outreach, education, and breast and cervical screenings and diagnostic services to low-income women.

Memo to Government Efficiency and Labor Committee
 May 19, 1993 Government Efficiency and Labor Committee Meeting

The DPH advises that the SDHS has notified the Department that the City will be awarded a grant augmentation of \$81,791, for a total of \$1,135,052 (\$81,719 plus \$1,053,333) for this program. The DPH advises that the proposed grant augmentation will be used to provide expanded outreach, education, screenings and diagnostic services.

Budget:

	Original <u>Grant</u>	Grant <u>Augmentation</u>	Total Program Grant <u>Funding</u>
<u>CPHS Primary Care Clinics</u>			
Reimbursement for physical examinations, Pap Smears, colposcopy, colposcopy-directed biopsy and pathology	\$358,744	\$44,140	\$402,884
<u>Contractual Services</u>			
<u>Northeast Medical Services</u>			
Reimbursement for physical exams, Pap Smears, mammography, colposcopy, colposcopy-directed biopsy and pathology	230,962	37,579	268,541
<u>Mission Neighborhood Health Center</u>			
Reimbursement for physical exams and Pap Smears	130,800	0	130,800
<u>Women's Health Center (SFGH)</u>			
Reimbursement for physical exams, Pap Smears, mammography, colposcopy, colposcopy-directed biopsy and pathology	181,084	0	181,084
<u>South of Market Clinic</u>			
Reimbursement for physical exams and Pap Smears	82,799	0	82,799
<u>UCSF Mobile Mammography Van</u>			
Reimbursement for screening mammography	68,944	0	68,944
Total	\$1,053,333	\$81,719	\$1,135,052

Required Match: \$29,014 (in-kind match included in DPH's 1992-93 budget)

BOARD OF SUPERVISORS
BUDGET ANALYST

No. of Persons

Served:

The original grant plus the proposed grant augmentation will pay for outreach, education, screening and diagnostic services for approximately 6,000 women.

Indirect Costs:

None. State regulations prohibit the use of these grant funds for indirect costs. Therefore, the proposed legislation requests authorization for these costs to be waived.

Comments:

1. The DPH reports that expenditures have been incurred against the proposed grant augmentation. As such, the proposed legislation includes a provision for ratification of action previously taken.

2. A Summary of the Grant Request, as prepared by the DPH, for the proposed grant augmentation is attached.

3. The DPH has prepared Disability Access Checklists for the program sites, which are on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

Grantor Office of State Health Services
 Contact Person Liana Lianor, M.D.
 Address P.O. Box 942732
Sacramento, CA 94299-0004
 Amount Requested \$ 81,719
 Term: From 6/1/92 To 7/15/94
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

Division CPHS Attachment _____
 Section Administration
 Contact Person Janet Murphy, M.B.A.
 Telephone 554-9067
 Application Deadline _____
 Notification Expected _____

I. Item Description: Request to ~~fully fund~~ (accept and expend) a ~~7/1/92/1/15/94~~ (augmentation to a) grant in the amount of \$ 81,719 from the period of 6/15/92 to 7/15/94 to provide breast and cervical cancer screening and diagnostic services.

II. Summary: (Concise summary; need addressed; number + groups served; services and providers)

Studies indicate that poor cancer survival rates in low-income groups are due to late diagnosis. While screening is available, access to such services is often deterred by lack of knowledge of preventive care and poor access to community and public resources. This project will provide outreach, education, screening and follow-up to 6,000 of low-income women.

III. Outcomes/Objectives:

The project expects to improve access to daily and routine diagnosis services and to promote preventive health care among the target population. In addition, improved diagnosis screening, follow-up and quality assurance screening will be established.

IV. Effects of Reduction or Termination of These Funds:

Without this funding, fewer low-income women will receive early cancer screening and follow-up services. Increases in later stage disease and mortality due to undetected breast and cervical cancer.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	0	1,053,333	1,135,052	81,719	\$29,014 (in-kind)	
Personnel	0		44,140	44,140		
Equipment	0					
Contract Svc.	0	764,732	802,311	37,579		
Mat. & Supp.	0					
Facilities/Space	0					
Other	0	288,601	288,601			
Indirect Costs	0					

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC				
P/T CSC	0	0	2	
Contractual	0	0	0	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

VIII. Contractual Services: Open Bid _____ Sole Source XX (If sole source, attach Request for Exception Form)

Item 1b - File 146-93-10.1

Department: Department of Public Health (DPH)
AIDS Office

Item: Resolution authorizing the Department of Public Health, to accept and expend a continuation grant of \$356,000 to continue funding the AIDS Early Intervention Network Project; waiving indirect costs and providing ratification of action previously taken.

Grant Amount: \$356,000

Grant Period: May 1, 1993 to April 30, 1994

Source of Funds: Centers for Disease Control--Comprehensive AIDS Resources Emergency (CARE Title III) Disaster Relief Grant

Project: AIDS Early Intervention Network Project

Description: In March, 1993, the Board of Supervisors authorized the DPH to apply for a continuation grant not to exceed \$500,000 to continue funding the AIDS Early Intervention Network (File 146-93-10). The proposed resolution would authorize the DPH to accept and expend such a grant in the amount of \$356,000. The AIDS Early Intervention Network Project is designed to increase the accessibility of health services to HIV positive individuals, targeted to minorities, youth, intravenous drug users and women. The proposed grant funds would be used to continue to 1) provide preventive, diagnostic, clinical and therapeutic services for persons with HIV infection, through a network of existing primary medical care and HIV counseling and testing services and 2) establish or enhance referral and case management systems for early intervention services.

During fiscal year 1993-94, the AIDS Early Intervention Services Network Project will target the African American population living in two areas of San Francisco Bayview/Hunters Point, and the Oceanview-Merced-Ingleside (OMI) Districts. The AIDS Early Intervention Network Project will link persons to care, provide early primary medical care, identify and address reasons for not seeking care and learn how to address the needs of the target population.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
 May 19, 1993 Government Efficiency and Labor Committee Meeting

Budget:

City Services

<u>Personnel</u>	<u>FTE</u>		
Nurse Practitioner	1.00	\$69,318	
Clerk Typist	0.50	15,662	
Health Educator	1.00	56,912	
Nutritionist	0.50	25,818	
Statistician	<u>0.20</u>	7,917	
Fringe Benefits (26 %)		<u>45,663</u>	
Subtotal Personnel	3.20		\$221,290

Materials and Supplies

Office Supplies	\$2,383	
Clinical/Medical Supplies	7,000	
Educational Materials	<u>8,015</u>	
Subtotal Materials and Supplies		17,398

Printing/Slide Production

Brochures	\$7,000	
Bus Shelters/Placards	10,000	
Cameral Ready Artwork	<u>5,000</u>	
Subtotal Printing/Slide Production		<u>22,000</u>

Subtotal - City Services \$260,688

Contractual Services

<u>Personnel</u>	<u>FTE</u>		
Psychiatric Social Worker	1.00	\$49,000	
Social Worker	<u>0.60</u>	19,417	
Fringe Benefits (20.45 %)		<u>13,991</u>	
Subtotal Personnel	1.60		\$82,408

Operating Costs

Rent	\$1,192	
Office Supplies	600	
Utilities (\$25/month x 12 months)	300	
Telephone (\$25/month x 12 months)	300	
Transportation (local travel for case manager)	<u>300</u>	
Subtotal Other Costs		2,692

Contractor's Indirect costs 10,212
 (15 percent of salaries and wages)

Subtotal Contractual Costs \$95,312

Total Proposed Grant \$356,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Required Match: None

**No. of Persons
Served:** 27,000

Indirect Costs: None. Federal regulations prohibit payment of indirect costs.

Comments: 1. Bayview Hunters Point Foundation (BVHPF) was selected as a sole-source contractor because, according to Mr. Tim Piland of the Department of Public Health, it is the most qualified community-based provider in the Bayview/Hunters Point, and the Oceanview-Merced-Ingleside (OMI) Districts which are the main target areas for the proposed program. Bayview Hunters Point Foundation has a high level of access to the target population, and has expertise in HIV services.

2. Bayview Hunters Point Foundation will facilitate a pilot program designed to provide early intervention HIV care for African Americans living in Bayview/Hunters Point and the Oceanview/Merced/Ingleside Districts. The specific services to be provided by Bayview Hunters Point Foundation will include emotional and practical support, acupuncture, confidential HIV antibody testing, methadone treatment, primary care linkage, street outreach, and sexually transmitted disease treatment.

3. As noted above, the effective date for the proposed grant is May 1, 1993. Mr. Piland states that grant funds have not yet been received. However, the AIDS Office has incurred expenses for the AIDS Early Intervention Network Project in anticipation of approval of the proposed grant. Therefore, the proposed resolution provides for the ratification of action previously taken.

4. Mr. Piland states that indirect costs to the City are prohibited under the provisions of the CARE Act of 1990. However, indirect costs for the City contractor, Bayview Hunters Point Foundation, would be provided since the CARE Act of 1990 does not prohibit indirect costs for city contractors.

5. The "Summary of Grant Request" as prepared by DPH is attached.

6. The Department of Public Health has completed a "Disability Checklist" which is in the file.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grantor Centers for Disease Control
Contact Person E. Wilder
Address CDC/PGO; 255 East Paces Ferry Road
Atlanta, GA 30305
Amount Requested \$ 356,000
Term: From 5/1/93 To 4/30/94
Health Commission 4/20/93

Division Community Health Services
Section AIDS Office
Contact Person Tim Piland
Telephone 554-9132
Application Deadline 3/15/93
Notification Expected 4/15/93
Board of Supervisors: Finance Committee _____
Full Board _____

I. Item Description: Request to ~~accept and expend~~ (accept and expend) a ~~new~~ (continuation) ~~(allowance for new equipment)~~ grant in the amount of \$356,000 from the period of 5/1/93 to 4/30/94 to provide AIDS Early Intervention Networks Project through services. Comprehensive AIDS Resources Emergency (CARE TITLE III) Disaster Relief

II. Summary: To continue to facilitate early intervention care for HIV-infected persons in San Francisco and to focus specifically on the African American population in Bayview-Hunters Point/Oceanview-Merced-Ingleside areas. Please see attachment for detailed description.

III. Outcomes/Objectives: To provide early AIDS intervention services to approximately 27,000 unduplicated clients during the 1993-1994 budget period

IV. Effects of Reduction or Termination of These Funds: Failure to accept and expend this funding would cause the elimination of these important services to HIV-infected individuals in San Francisco.

V. Financial Information:

	Col. A	6-month*	12-month	Col. D	Exp. Match	Continuation
	Two Years Ago	First Year Orig.	Proposed	Change		
Grant Amount:		178,709	356,000	- 1,418	none	
Personnel		160,579	221,290	- 99,868		
Equipment		0	0	0		
Contract Svc.		13,750	95,312	+ 67,812		
Mat. & Supp.		0	17,398	+ 17,398		
Facilities/Space		4,380	0	- 8,760		
Other		0	22,000	+ 22,000		
Indirect Costs		0	0	0		

*Because the AIDS Office had 6-mos funding for this activity in its CDC AIDS Prevention grant, only 6-mos funding was awarded thru this separate cooperative agreement. Change column reflects annualized Column B comparison to Column C.

VI. Data Processing

	Col. A	6-month*	12-month	Col. D
	Two Years Ago	First Year Orig.	Proposed	Change
Personnel		0	0	

VII. Personnel

	Col. A	6-month*	12-month	Col. D
	Two Years Ago	First Year Orig.	Proposed	Change
F/T CSC		2.25	3.20	
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: None.

Will grant funded employees be retained after this grant terminates? If so, How? No.

VIII. Contractual Services: Open Bid _____ Sole Source X (If sole source, attach Request for Information Form: Request attached.)

Item 1c - File 146-93-17

Department: Department of Public Health (DPH)
AIDS Office

Item: Resolution authorizing the Department of Public Health to apply for a continuation grant of \$500,000, which includes indirect costs based on 20 percent of personnel costs.

Grant Amount: \$500,000

Grant Period: October 1, 1993 to September 30, 1994

Source of Funds: Centers for Disease Control

Project: Evaluation of the HIV/AIDS Prevention Street and Community Outreach Programs

Description: This project is designed to assess the effectiveness of HIV/AIDS Prevention Street and Community Outreach Programs also known as Youth SCOPE/AESOP Project that serve youth at risk of contracting AIDS. The project is divided into two phases. The first phase involves assessing the location and size of the target population, the current outreach coverage of specific geographic areas, and the costs associated with providing service to specific geographic areas. The second phase involves the testing of an experimental street outreach intervention program.

The long term objectives for the HIV/AIDS Prevention Street and Community Outreach Programs are as follows:

1. Enhance the provision of health and social services to youth at risk of contracting AIDS through (a) the promotion of existing outreach programs to youths (b) the establishment of additional HIV testing and treatment referral sites, and (c) the creation of outreach programs in high risk neighborhoods where such programs do not exist.
2. Provide staff training to HIV/AIDS Prevention Street and Community Outreach Programs that serve youth at risk of contracting AIDS.
3. Promote interagency cooperation to avoid duplication of services.

Budget: A detailed budget will be provided when the DPH requests authorization from the Board of Supervisors to accept and expend the proposed grant funds.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 19, 1993 Government Efficiency and Labor Committee Meeting

Required Match: None

Indirect Costs: 20 percent of personnel costs

Comments:

1. The "Summary of Grant Request" as prepared by DPH is attached. As noted, the detailed budget information will be provided when DPH requests authorization to accept and expend the proposed grant funds.
2. The DPH has completed a Disability Access Checklist which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Division Community Health Services
Section AIDS Office
Contact Person Tim Piland
Telephone 554-9132
Application Deadline 5/28/93
Notification Expected 8/1/93
Supervisors: Finance Committee 5/19/93
Full Board 5/24/93

II Summary: (Conservation; good addressed; success + growth; services; services and providers)

Please see attachment.

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Item 1d - File 148-93-3

Department: Department of Public Works (DPW)
Bureau of Street Use and Mapping

Item: Resolution authorizing the Department of Public Works (DPW) to apply for, accept and expend retroactively, a grant from the U. S. Department of Agriculture through the California Department of Forestry and Fire Protection, for providing direct costs to hire a staff assistant for the Public Works' Citizens Tree Advisory Board.

Grant Amount: \$3,510 (see Comment 3)

Grant Period: January 1, 1993 through November 30, 1993

Source of Funds: U. S. Department of Agriculture through the California Department of Forestry and Fire Protection
1990 America the Beautiful National Urban Forestry Grant Program

Application Due Date: November 23, 1992

Project: Citizens Tree Advisory Board Staff Assistant

Description: The proposed grant would fund a part-time staff assistant for the Department of Public Works' Citizens Tree Advisory Board. The staff assistant would assist the Tree Advisory Board with public outreach services and would coordinate the Board's meeting agenda to improve management of the City's urban forest programs.

DPW's volunteer Citizens Tree Advisory Board consists of 10 private citizens appointed by the Director of Public Works and ex-officio members representing the Department of City Planning, the Recreation and Park Department and DPW Bureaus of Street Cleaning and Urban Forestry and Street Use and Mapping. The Board was established in 1986 by provision of the City's Street Tree Ordinance (Article 16, Section 805 of the Public Works Code) to advise the Department of Public Works regarding its street tree program. The Tree Advisory Board's principal goals are to (1) improve and streamline the management of San Francisco's urban forest, (2) provide public education to citizens and contractors who are involved with the planting of street trees and (3) improve the enforcement of those policies that further the planting of street trees throughout the City.

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BUDGET ANALYST

According to DPW, the Citizens Tree Advisory Board has been hindered by its inability to raise funds to support its goals such as public education and the creation of a landmark tree program. The Citizens Tree Advisory Board is currently preparing the criteria for such a landmark tree program. During 1992, the Citizens Tree Advisory Board was able to meet some of its educational goals due to the receipt of a \$11,000 grant from the California Department of Forestry and Fire Protection. The grant was recommended by the State's fiscal agent, California "Releaf", a non-profit organization, that has (1) established procedures and criteria for reviewing grant proposals for the State and (2) submits recommended projects to the State for funding that meet the established procedures and criteria.

The proposed grant application would assist the Citizens Tree Advisory Board to continue its education efforts and other goals with the hiring of a part-time intern staff assistant. The intern would staff monthly Citizens Tree Advisory Board meetings, consult on a regular basis with DPW staff responsible for urban forestry management and policy and perform other assignments deemed important to the Citizens Tree Advisory Board. The Citizens Tree Advisory Board reports that a landscape architecture student from the University of California, Berkeley would be hired on a part-time basis for 21.27 hours per month for 11 months from January 1, 1993 through November 30, 1993 to assist the Citizens Tree Advisory Board. Of that 21.27 hours per month total, 20 hours per month would be assigned to carry out specific projects in public policy and education and 1.27 hours would be assigned to assist with the monthly meeting of the Citizens Tree Advisory Board.

Budget:	<u>Description</u>	<u>Amount</u>
	Part-Time Intern (already hired as of January 1993)	
	(20 hours per month x 11 months x \$15 per hour)	\$3,300
	(1.27 hours per month x 11 months x \$15 per hour, rounded)	<u>210</u>
	Total	\$3,510

Required Match: None

Indirect Costs: None. Not eligible under the provisions of this grant. The grant instructions specify only direct costs as eligible.

Comments: 1. Mr. Dan McKenna of the DPW advises that the Tree Advisory Board applied directly for the subject grant from the California Department of Forestry and Fire Protection without the general knowledge of the DPW and the City requirement

BOARD OF SUPERVISORS
BUDGET ANALYST

that such applications must be approved by the Board of Supervisors. At this time, because grant expenditures have already been made since January 1993, the DPW is seeking Board of Supervisors authorization to apply for, accept and expend the subject grant retroactively on behalf of their Tree Advisory Board.

2. According to Dr. Isabel Wade, Chairperson for the Citizens Tree Advisory Board, the Board originally applied for \$4,650 which would have permitted the hiring of an intern staff assistant for 6 hours per week over a 48 week period (January 4, 1993 through December 3, 1993) plus an extra two hours per month for 11 months for the Citizens Tree Advisory Board meetings as follows:

<u>Description</u>	<u>Amount</u>
Part-Time Intern (Original Proposal)	
(6 hours per week x 48 weeks x \$15 per hour)	\$4,320
(2 hours per month x 11 months x \$15 per hour, rounded)	<u>330</u>
Total	\$4,650

3. Because DPW learned about the Citizens Tree Advisory Board grant application after the State reduced the original \$4,650 grant request to \$3,510, DPW has identified the lower amount of \$3,510 in the subject resolution. Under these circumstances, DPW reduced the number of hours that the part-time staff assistant can work for the Citizens Tree Advisory Board during the 11 month period of the grant application. As noted in the subject resolution, the California Department of Forestry and Fire Protection approved a lesser amount for the proposed grant application, reducing the grant total by \$1,140 from \$4,650 to \$3,510.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1e - File 148-93-4

Department: Department of Public Works (DPW)
Bureau of Street Use and Mapping

Item: Resolution authorizing the Department of Public Works (DPW) to apply for, accept and expend retroactively, a grant from the Federal Highway Administration through the California Department of Transportation, for providing direct costs in the Landscape Enhancement for Mass Transportation Facilities Project in the Oceanview, Merced Heights Ingleside, Excelsior, Crocker Amazon and Portola districts.

Grant Amount: \$228,800

Grant Period: October 1, 1993 through September 30, 1995

Source of Funds: Federal Highway Administration (FHA) through the California Department of Transportation

Application Due Date: April 1, 1993

Project: Landscape Enhancement for Mass Transportation

Description: The Federal Intermodal Surface Transportation Efficiency Act (ISTEA) is providing \$200 million in Federal grant funds over a six year period to the State of California for local projects to enhance the landscaping and improve the air quality along designated mass transportation routes. Based on procedures and criteria established by the California Department of Transportation, the Department of Public Works (DPW) has prepared a proposal that would plant 1,000 trees on mass transit routes within four San Francisco neighborhoods including the Oceanview-Merced Heights-Ingleside, Excelsior, Crocker-Amazon and Portola districts.

The planting of 1,000 trees in the four targeted neighborhoods would help reduce the noise and noxious odors of Municipal Railway (MUNI) vehicles upon community residents. The additional trees would help reduce particulate matter and carbon dioxide in the air and also help to improve the aesthetic qualities of the neighborhood as well as developing community involvement while planting and maintaining the new street trees. Based on local surveys, DPW has concluded that the overall number of existing street trees in the four designated neighborhoods are 60 percent below the City average, and consequently below the American Forestry Association's recommendation for 200 trees per city curb mile.

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The proposed project would utilize the contractual services of the non-profit organization, Friends of the Urban Forest, to organize neighborhood residents to plant and maintain the new street trees. DPW has chosen this organization because of its continuing successful record of working with neighborhood organizations in the planting and maintenance of street trees. Long term maintenance responsibilities would be assumed by property owners of the designated areas after a tree planting permit has been issued by DPW and the planting has been completed by the neighborhood group under the supervision of the Friends of the Urban Forest. Under these provisions, there would be no maintenance costs to the City.

All species of tree selections would be in accordance with the current DPW's Trees of San Francisco Management Plan.

The proposed Landscape Enhancement for Mass Transportation Project would be funded as follows:

California Department of Transportation (this proposed grant)	\$228,800
1/2 Cent Transportation Sales Tax	<u>31,200</u>
Total	\$260,000

Budget:

<u>Item Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Amount</u>
DPW Bureau of Building Repair			
Sidewalk Cutting, Hauling and Preparation	1,000	\$50.00	\$50,000
Administrative Cost (\$15.00 per hour x 1,000 hours rounded)			<u>15,000</u>
Subtotal			\$65,000
Contractor (Friends of the Urban Forest)			
Trees (15 Gallon Standard Nursery Stock)	1,000	40.00	40,000
Planting Supplies (Staking hardware)	1,000	21.00	21,000
Auguring of Planting Holes	1,000	7.00	7,000
Planting Surveys & Design			4,500
Printing (Flyers & Brochures)			2,800
Community Outreach & Organizing (\$15.60 per hour x 2,150 hours rounded)			33,500
Planting Coordination - Volunteer Training (\$22.05 per hour x 1,550 hours rounded)			34,200
Contract Administrative (\$17.35 per hour x 1,124 hours rounded)			19,500
Overhead, Insurance, Telephone and Postage			<u>32,500</u>
Subtotal			<u>195,000</u>
Total			\$260,000

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BUDGET ANALYST

Required Match: \$31,200, from 1/2 cent Transportation Sales Tax, representing 12 percent of total project cost.

Indirect Costs: None. Not eligible under the provisions of this grant. The grant instructions specify only direct costs as eligible.

Comments: 1. Ms. Karen Gelman of the DPW advises that the project's local share totaling \$31,200 will be provided by the FY 1993-94 Transportation Sales Tax appropriation for the planting of street trees. Ms. Gelman further advises that a total \$475,000 in FY 1993-94 is expected to be appropriated from such Sales Tax revenues for this and other street tree projects. The FY 1992-93 Transportation Sales Tax appropriated for street trees was \$700,000.

2. Mr. Dan McKenna of the DPW advises that current information received from the California Department of Transportation indicates that the subject Landscape Enhancement for Mass Transportation Facilities Project grant application will not be approved for funding from the intended FY 1993-94 allocation of Federal funds to the State. The California Department of Transportation is advising DPW that the subject grant application did not score sufficiently high enough under the grant program's criteria to gain a grant award by the California Transportation Commission.

3. Under these circumstances, Mr. McKenna advises that DPW will request that the subject resolution be tabled. Mr. McKenna also advises that it is DPW's intention to amend its current application so that it will address more adequately the requirements of the grant criteria and then resubmit the grant application next year in order to gain a FY 1994-95 grant allocation.

Recommendation: Table the proposed resolution at the request of Department of Public Works.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1f - File 144-93-1.1

Department: Port of San Francisco

Item: Release of reserved funds in the amount of \$150,000 for consultant services

Amount: \$150,000

Source of Funds: National Oceanic and Atmospheric Administration, U.S. Department of Commerce

Description: The Board of supervisors previously approved a resolution (File 144-93-1) authorizing a grant in the amount of \$250,000 from the U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA) for a study of the financial, planning, and environmental design options for construction of a Fisheries and Environmental Research Center at Pier 45, Port of San Francisco. The \$250,000 in grant funding included \$240,000 for consultants to perform the financial and environmental feasibility studies that would be subsequently selected through a Request For Proposal (RFP) process. Therefore, the \$240,000 for consultants was reserved pending selection of the consultants, determination of cost details (including hourly rates) and MBE/WBE status of the consultants.

The Port received six proposals in their RFP process and on April 28, 1993 awarded the consulting contract to the firm of Sedway and Associates, a WBE firm. The Port selected the firm of Sedway and Associates based on qualifications to perform the financial and environmental feasibility studies. Sedway and Associates will provide a total of approximately 1,822 hours of professional services at an average hourly rate of \$82.33. A complete list of the professional hourly rates for Sedway and Associates and their subcontractors for this project is attached. Approximately \$95,225 or 63 percent of the total \$150,000 contract will be paid to the subcontractors, which include the firm of Kwan Henmi, a MBE firm.

Recommendations: Release reserved funds in the amount of \$150,000 as requested.

BOARD OF SUPERVISORS
BUDGET ANALYST

VI. FEE PROPOSAL

The S&A Project Team's fee estimate for this project is \$150,000. The total fee will be divided amongst the Team members as depicted on the Budget Summary on the following page. This summary is followed by an hourly breakdown for the assigned project staff. The hourly rates for these staff are presented below. The \$150,000 total project estimate includes reasonable costs.

PROFESSIONAL BILLING RATES

Sedway & Associates' preferred billing rates for public sector clients follows:

Lynn M. Sedway, Principal	\$145.00 per hour
Senior Vice Presidents	\$115.00-\$120.00 per hour
Vice Presidents	\$90.00-\$100.00 per hour
Associates/Senior Associates	\$70.00-\$85.00 per hour
Analysts/Senior Analysts	\$50.00-\$65.00 per hour
Word Processors	\$45.00 per hour

(These rates valid until July 1, 1993)

Kwan Henmi's billing rates for this assignment follow:

Denis Henmi	\$140.00 per hour
Sylvia Kwan	\$140.00 per hour
Kevin Albaugh	\$105.00 per hour

Coastal Resources Center's billing rates follow:

Stephanie Thornton	\$72.00 per hour
Justin Malan	\$60.00 per hour
Eugenia Laychak	\$60.00 per hour

Sub-consultants billing rates follow:

Warner Chabot	\$70.00 per hour
Mick Kronman	\$50.00 per hour

Item 1g - File 144-93-2

Department: Port of San Francisco

Item: Resolution authorizing the Executive Director of the Port of San Francisco to apply for retroactively, accept, and expend \$523,000 from the U.S. Department of Transportation through the California Transportation Commission to rehabilitate Pier 47A.

Grant Amount: \$523,600 (see Comment 2)

Grant Period: July 1, 1993 through June 30, 1994

Source of Funds: U.S. Intermodal Surface Transportation Efficiency Act

Project: Rehabilitation of Pier 47A, Fisherman's Wharf

Description: The Port of San Francisco is seeking to rehabilitate Pier 47A at Fisherman's Wharf, which is currently in a deteriorated condition. The Pier has previously been used for parking and for mooring boats, but was recently closed to parking due to its deteriorated condition.

The Port proposes to rehabilitate Pier 47A in order to improve pedestrian access and to enhance the recreational uses of Pier 47A. The Port states that Pier 47A is an ideal location for viewing fishing operations at Fisherman's Wharf, the historic ships at Hyde Street Pier, the Golden Gate Bridge, and other activities on the Bay.

Federal funds are expected to become available for this project under the U.S. Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). These funds are administered by the California Transportation Commission, based on recommendations made by regional planning agencies. The Metropolitan Transportation Commission is the regional planning agency for Bay Area counties.

According to the Port, this project has received a favorable rating from the Metropolitan Transportation Commission and is expected to be funded by the California Transportation Commission in approximately August, 1993.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 19, 1993

Budget:

Labor

Piledrivers	\$295,000	
Operating Engineer	1,500	
Truck Driver	6,300	
Divers	<u>25,200</u>	
Subtotal		\$328,000

Material

Lumber, Piles, Hardware	\$100,000	
Pile Wrap	<u>12,000</u>	
Subtotal		112,000

Equipment Rental

Divers - Compressor	\$2,000	
Tug Boat	6,500	
Debris Boxes	<u>4,000</u>	
Subtotal		12,500

Public Access

Railings	\$58,500	
Lighting	18,000	
Benches	7,000	
Trash Receptacles	1,000	
Interpretive Signs	<u>3,500</u>	
Subtotal		88,000

Mooring

Ladders	\$16,500	
Utilities	38,000	
Subtotal		<u>54,500</u>

Total Direct Costs 595,000

Indirect Costs

Port Planning and Administration 5,100

TOTAL PROJECT BUDGET \$600,100

Source of Funds:

Proposed Grant Amount	\$523,600
Required Match	71,400
Port operating funds (indirect costs)	<u>5,100</u>

\$600,100

BOARD OF SUPERVISORS
BUDGET ANALYST

Required Match: 12 percent of direct project costs of \$595,000, or \$71,400, to be included in the Port's 1993-94 budget.

Indirect Costs: Indirect costs are not allowed by the grantor on this project. However, the Port will incur indirect costs of \$5,100, which will be paid from the Port's operating funds.

Comments: 1. The Port will be required to provide a local match equal to 12 percent of total direct project costs of \$595,000, or \$71,400. In addition, the Port estimates indirect costs on this project of \$5,100, which will not be reimbursed by Federal funds. Therefore, of the total estimated project budget of \$600,100, a total of \$76,500 will be paid from the Port's 1993-94 operating budget.

The proposed grant amount of \$523,600 represents the difference between the total project budget of \$600,100 and the Port's estimated costs of \$76,500.

2. The Port reports that it has submitted a grant request for this project in the amount of \$523,600. However, the proposed resolution reflects a proposed grant amount of \$523,000, or \$600 less than the correct amount, and should be amended.

3. According to Ms. Veronica Sanchez of the Port, the proposed grant-funded project would be administered by the Port and performed using in-house services. Therefore, there would be no contractual services involved in connection with the project.

4. The Grant Application Information Summary Form submitted by the Port is attached.

5. A disability access checklist for the Port of San Francisco is on file with the Clerk of the Board of Supervisors.

Recommendations: 1. Amend the title and body of the proposed resolution at page 1, line 3, and at page 2, line 11, by substituting the correct proposed grant amount of \$523,600 for the stated amount of \$523,000.

2. Approve the proposed resolution, as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying
resolution:

Department: Port of San Francisco

Contact Person: Veronica Sanchez Telephone: 274-0413

Project Title: Pier 47A Rehabilitation

Grant Source: California Transportation Commission

Proposed (New / Continuation) Grant Project Summary:

Pier 47A was used for parking and mooring transient boats, but due to its deteriorated state it was recently closed off for parking. Port staff proposes to rehabilitate the pier and use it for mooring transient boats and public access and has been researching possible funding sources for the necessary repairs. Pier 47A is an ideal place for viewing the fishing operations on Pier 45, and offers views of the historic ships at Hyde Street Pier, the Golden Gate Bridge and the natural beauty of the Bay and surrounding hillsides.

Amount of Grant Funding Applied for: \$523,600

Maximum Funding Amount Available: \$523,600

Required Matching Funds: \$ 71,400

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: 0

Should Contractual Services be put out to Bid? Yes _____

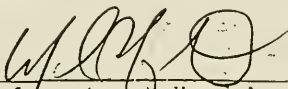
Application Information Form

Use of Grant: Upon completion of project FY 94-95

Department Notified of Available funds: March 1993

Application Due Date: April 1, 1993

Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):



Department Head Approval

Item 1h - File 144-93-3

Department: Port of San Francisco

Item: Resolution authorizing the Port of San Francisco to apply for retroactively, accept, and expend \$2,500,000 from the U.S. Department of Transportation through the California Transportation Commission to conduct planning and environmental studies for the renovation of the Ferry Building, foregoing reimbursement of indirect costs.

Grant Amount: \$1,000,000 (see Comment 1).

Grant Period: August 1, 1993 through July 31, 1994

Source of Funds: U.S. Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), through the California Transportation Commission

Project: Preliminary planning and environmental studies for renovation of the Ferry Building for use as a passenger terminal.

Description: According to the Port, recent changes in the freeway configuration near the Ferry Building, including the demolition of the Embarcadero Freeway and the "terminal separator" which provided access to the Bay Bridge, and emerging proposals for the design of the Embarcadero Roadway, have focused attention on future uses for the Ferry Building. Despite its historic use as a ferry passenger terminal, the Ferry Building currently is leased to commercial tenants, and does not currently serve ferry passengers.

The Port has applied for the proposed grant funds in order to undertake preliminary design, engineering, and environmental impact studies which would evaluate the feasibility of returning the first floor of the Ferry Building to its historic use as a ferry passenger terminal. Under the proposal, the Ferry Building would not become a terminal for ferry boats, but would serve as a passenger waiting area which would provide shelter, services, and other amenities to ferry passengers. The Port indicates that, at the present time, there is not a building or structure of any kind available to ferry passengers, who must await the ferry in outdoor locations.

BOARD OF SUPERVISORS
BUDGET ANALYST

Federal funds are expected to become available for this project under the U.S. Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). These funds are administered by the California Transportation Commission, based on recommendations made by regional planning agencies. The Metropolitan Transportation Commission is the regional planning agency for Bay Area counties.

According to the Port, this project has received a favorable rating from the Metropolitan Transportation Commission and is expected to be funded by the California Transportation Commission in approximately August, 1993. However, because of funding constraints, the amount of the proposed grant has been reduced from its original amount of \$2.5 million to \$1 million. The Port indicates that it will apply for additional ISTEA funds for this project in future years, after the preliminary feasibility studies have been completed.

In addition to the proposed grant funds of \$1 million, \$140,000 in additional funding for this project would be provided from Clean Air and Transportation Improvement Act (Proposition 116) funds which were previously allocated to the Port by the California Transportation Commission for improvements to the Port's ferry terminal facilities, and \$160,000 would be provided from the Port's 1993-94 operating budget.

Budget:

Contractual Services

Architecture, Engineering, Urban Design, and Historic Preservation Studies	\$140,000
Conceptual Design	300,000
Preliminary Engineering and Cost Estimation	200,000
Environmental Review and Permits	400,000
Public and Community Outreach	<u>100,000</u>
<u>Total Direct Costs (Contractual Services)</u>	\$1,140,000

Indirect Costs (Administration)

Port of San Francisco (Development Project Coordinator and Structural Engineering)	<u>160,000</u>
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TOTAL PROJECT BUDGET	<u>\$1,300,000</u>
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BOARD OF SUPERVISORS
BUDGET ANALYST

SOURCE OF FUNDS

Contractual Services

Proposed Grant Amount:	\$1,000,000
Required Match (Proposition 116 funds)	136,364
Additional Proposition 116 funds	<u>3,636</u>
Subtotal: Contractual Services:	\$1,140,000

Administration

Port operating funds	<u>160,000</u>
	<u>\$1,300,000</u>

Required Match: The Port is required to provide \$12 in matching funds for each \$88 in Federal grant funds, or \$136,364 based on the proposed \$1 million grant ($\$1 \text{ million} \div \$88 \times \$12 = \$136,364$). This required match would be paid from \$140,000 in Proposition 116 grant funds which are available for this project, which were previously granted to the Port for improvements to the Port's ferry terminal facilities.

Indirect Costs: Reimbursement of indirect costs are not allowed under this grant. The Port will provide administrative services for the project, at an estimated cost of \$160,000, which will be included in the Port's 1993-94 operating budget.

Comments: 1. The Port previously submitted a request for grant funds in the amount of \$2.5 million for this project to the Metropolitan Transportation Commission, which prioritizes proposals to be submitted to the California Transportation Commission (CTC) for ISTEA funds. Although the Port's grant application was submitted to the MTC in April, 1993, grant funds have not yet been awarded by the CTC.

Due to funding constraints, the Port has been advised that no more than \$1 million will be granted by the California Transportation Commission for any single grant proposal. Therefore, the Port is now seeking authorization to apply for retroactively, accept, and expend \$1 million, rather than \$2.5 million, in the proposed grant funds, and the proposed resolution should be amended accordingly.

The proposed resolution currently reflects that matching funds are required in the amount of \$300,000, based on the original proposed grant amount of \$2.5 million. As discussed above, since the anticipated grant amount will be \$1 million rather than \$2.5 million, the matching requirement will be \$136,364,

BOARD OF SUPERVISORS
BUDGET ANALYST

rather than \$300,000, and the proposed resolution should be amended accordingly.

2. The original grant proposal, as submitted to MTC, included \$1 million to undertake preliminary design, engineering, and environmental impact studies (as detailed above under "Project Budget"), and an additional \$1.5 million for final design and engineering for the proposed renovations of the Ferry Building.

Due to the CTC decision not to provide grant funds of more than \$1 million for any single grant project, the Port has eliminated \$1.5 million from the proposed project budget which was initially intended to be used for final design and engineering.

Ms. Veronica Sanchez of the Port states that the Port will apply for additional funds in future years in order to undertake final design and engineering of the proposed renovations.

3. The Port has estimated the required match at \$140,000, rather than at \$136,364. The required match will be paid from approximately \$140,000 in Proposition 116 funds which are available for this proposed project. This \$140,000 in available Proposition 116 funds is a portion of approximately \$5.9 million in Proposition 116 funds which were previously granted to the Port by the California Transportation Commission to improve the Port's ferry terminal facilities.

As previously noted, the required match is calculated as \$12 in required matching funds for each \$88 in Federal grant funds. Federal grant funds of \$1,000,000 would therefore entail a required match of \$136,364 ($\$1 \text{ million} \div \$88 \times \$12 = \$136,364$), rather than \$140,000.

As previously noted, \$140,000 for this project will be available from Proposition 116 funds which were previously allocated to the Port by the CTC. Of this \$140,000, \$136,364 will be used to meet the matching requirement. The remaining \$3,636 of the total \$140,000 in available Proposition 116 funds would be applied toward total project costs, but should not be considered as part of the Port's required match.

4. As shown under "Project Budget" above, the proposed grant funds (in the revised amount of \$1 million) would be used exclusively for contractual services. However, the Port has not yet identified the contractors who would perform these services. Therefore, the proposed grant funds in the amount of \$1 million should be placed on reserve pending the

identification of the proposed contractors, including the contractors' hourly rates and MBE/WBE status,

5. A copy of the Grant Application Information Form prepared by the Port, reflecting the revised proposed grant amount of \$1 million, is attached to this report.

6. A disability access checklist for the Ferry Building is on file with the Clerk of the Board of Supervisors.

Recommendations:

1. Amend the title and body of the proposed resolution to reflect the revised grant amount of \$1 million, rather than \$2.5 million as originally proposed, by substituting \$1 million for \$2.5 million at page 1, line 3, and at page 2, line 17.

2. Amend the proposed resolution at page 2, line 7 to reflect a required match in the amount of \$136,364, rather than \$300,000 (which was based on an original proposed grant amount of \$2.5 million).

3. Amend the proposed resolution to place the proposed grant funds of \$1 million on reserve pending the identification of proposed contractors, including the contractors' hourly rates and MBE/WBE status, for the contractual services to be funded by the proposed grant funds.

4. Approve the proposed resolution, as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

File Number: _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying
resolution:

Department: Port of San Francisco

Contact Person: Veronica Sanchez Telephone: 274-0413

Project Title: Ferry Building Renovation

Grant Source: California Transportation Commission, Transportation Enhancement
Activities Program

Proposed (New / Continuation) Grant Project Summary:

Planning and environmental studies for renovation of
Ferry Building.

Amount of Grant Funding Applied for: \$1,000,000

Maximum Funding Amount Available: \$1,000,000

Required Matching Funds: \$140,000 (12%) from Proposition 116 monies

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: \$1,140,000

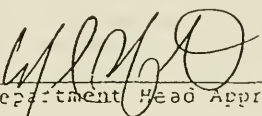
1) Contractual Services be put out to Bid? Yes

Term of Grant: FY 94-95 Funds available until completion of project

Date Department Notified of Available funds: March 1993

Application Due Date: April 1, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):



Department Head Approval

Item 1i - File 144-93-4

Department: Port of San Francisco

Item: Resolution authorizing the Executive Director of the Port of San Francisco to apply for retroactively, accept and expend funds.

Sources and

Amounts of Grant:	California Transportation Commission	\$2,723,184
	Federal Highway Administration	<u>480,000</u>
	Total Proposed Grants	\$3,203,184

Grant Period: Three and one-half years beginning approximately July, 1993

Project: North Commuter Ferry Terminal (Ferry Building) Upgrades

Description: In 1990 the Board of Supervisors previously authorized grants totaling \$1.75 million from the California Department of Transportation, the Federal Highway Administration, the Metropolitan Transportation Commission and the San Francisco County Transportation Authority for Phase I of improvements to the Northern Ferry Terminal at Pier 1/2 . Phase I improvements at a total cost of \$1.75 million included a new ferry float and ramp, directional signs, passenger waiting areas and a temporary shelter at the waiting area and lighting and benches. All improvements included in Phases I have been completed.

In 1991, the Board of Supervisors authorized grants of \$5,809,050 from the California Transportation Commission and \$25,000 from the Metropolitan Transportation Commission for Phase II improvements to the Northern Ferry Terminal at Pier 1/2. Phase II improvements at a total cost of \$9,010,983 including grant funding totaling \$5,834,050 includes purchase and installation of a second barge, expanding the gangway between the pier and the barge for better passenger circulation and handicap access, seismic upgrading of the deck and seawall and construction of a terminal structure. The Phase II improvements have not yet been started.

The Port indicates that the growth in commuting by ferry has revived interest in restoring the Ferry Building to its original use as a ferry terminal. The proposed grants would provide funding to augment Phase II for design and construction of a passenger waiting area inside the Ferry Building and other improvements to further improve passenger circulation, better connections with the existing Golden Gate Transit

BOARD OF SUPERVISORS
BUDGET ANALYST

Ferry Terminal and development of a comprehensive signage program.

Budget:

The Port has provided the following preliminary budget for the proposed grant funding for improvements to the Ferry Building:

Planning and Environmental Work

California Environmental Quality Act (CEQA) Certification	\$19,440
Environmental Studies	40,000
Permits	43,960
Administration and Oversight	<u>64,000</u>

Subtotal Planning and Environmental Work \$167,400

Architectural Design 480,000

Construction and Materials 2,555,784

Total Proposed Grants \$3,203,184

The CEQA certification work (\$19,440) would be performed by the Department of City Planning. The Port would provide the administration and oversight function (\$64,000). Environmental studies (\$40,000), architectural design (\$480,000) and construction and materials (\$2,555,784) would be performed by outside consultants and contractors.

Required Match: Of the proposed \$2,723,184 California Transportation Commission grant, \$120,000 would be used as a match for the proposed \$480,000 Federal Highway Administration grant. There is no match requirement for the proposed California Transportation Commission grant.

Indirect Costs: The California Transportation Commission will allow \$64,000 for indirect costs of the Port.

Comments:

1. The Port reports that consultants and contractors have not been selected. Therefore, a total of \$3,075,784 of the proposed grants (\$40,000 for environmental studies, \$480,000 for architectural design and \$2,555,784 for construction and materials) should be reserved pending selection of the consultants and contractors and determination of their MBE/WBE status and specific cost details including professional hourly rates for consultants.

2. The Port's Grant Application Information Form for the proposed grants totaling \$3,203,184 is attached.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. A Disability Access Checklist for the Ferry Terminal Upgrade is in the Board of Supervisors' file.

Recommendations: Amend the proposed resolution to reserve a total of \$3,075,784 in proposed grant funding for consultant and contractual services pending selection of the consultant or contractors and determination of their MBE/WBE status and specific cost details including professional hourly rates for consultants. Approve the proposed resolution as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grant Application Information Form

A document required to accompany a proposed resolution Authorizing a
Department to Apply for a Grant

To: The Board of Supervisors
Attn.: Clerk of the Board

The following describes the grant referred to in the accompanying
resolution:

Department: Port of San Francisco

Contact Person: Veronica Sanchez Telephone: 274-0413

Project Title: North Commuter Ferry Terminal Up-grade

Grant Source: Federal Highway Administration (ISTEA, Section 1064)
California Transportation Commission (Prop. 116)

Proposed (New/Continuation) Grant Project Summary:

Design and construct a second passenger waiting area inside the Ferry
Building; improve passenger circulation in and around Ferry Building;
connect new waiting area with existing terminal; design and fabricate
signage.

Amount of Grant Funding Applied for: \$ 480,000 (FHWA, Sec 1064)
\$2,723,184 (CTC, Prop 116)

Maximum Funding Amount Available: Amounts cited above.

Required Matching funds: CTC, Proposition 116 Funds can be used
as a match for Federal funding sources.

Number of Positions Created and Funded: 0

Amount to be spent on Contractual Services: \$2,703,184.

Will Contractual Services be put out to Bid? YES.

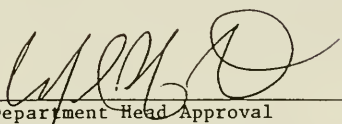
Grant Application Information Form
Page 2

Term of Grant: FY 92-93

Date Department Notified of Available funds: December 1992

Application Due Date: April 1, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement of appropriations legislation):



Department Head Approval

Item 1j - File 146-93-19

Department: Department of Public Health (DPH)
Epidemiology and Disease Control - Sexually Transmitted
Disease (STD) Control Division

Item: Resolution authorizing the Department of Public Health, Community Health Services, Department of Epidemiology and Disease Control, STD Control Division, to apply for, accept and expend a grant of \$272,529, which includes indirect costs of \$14,826 based on 20 percent of personnel salaries from the Centers for Disease Control for the provision of enhanced STD services.

Grant Amount: \$272,529

Grant Period: January 1, 1994 through December 31, 1994

Source of Funds: Centers for Disease Control (CDC)

Project: Development of a Multidimensional STD Program

Description: This is the first year of a five year grant for the development of a multidimensional STD program. A multidimensional approach to STD control involves contracting with outside agencies in order to enhance the City's in-house STD Control unit. The DPH reports that the CDC advocates STD programs that are more innovative in their approaches to STD control and capitalize on the expertise and technology that is available in other outside agencies. The proposed Multidimensional STD Program involves education, counseling and partner referral of high risk adolescents, designing an intervention method to reduce STDs among adolescents and utilizing and evaluating non-invasive STD diagnostic tests (i.e. urine tests) to identify STD infections quickly and easily in this high risk group in order to reduce subsequent infections. The objectives of the proposed Multidimensional STD Program are 1) to reduce STD rates among adolescents, 2) develop a behavioral intervention to reduce high risk behaviors among adolescents, and 3) to evaluate the use and efficacy of non-invasive STD diagnostic tests with adolescents.

Budget:

<u>Personnel - Civil Service</u>	<u>FTE</u>	
Data Entry Clerk	0.5	\$14,009
Disease Control Investigator	<u>1.5</u>	<u>60,120</u>
Total Salaries	2.0	\$74,129
Fringe Benefits @ 26% of salaries		<u>19,274</u>

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 19, 1993 Government Efficiency and Labor Committee Meeting

Subtotal Personnel	\$93,403
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Travel Expenses

In-County

Mileage (250 miles x \$0.25 per mile x 1.5 positions x 12 mos)	\$1,125
<u>Auto Usage Allowance</u> (\$40 monthly allowance x 12 mos x 1.5 positions)	720
<u>Parking Allowance</u> (\$3 per day x 16 field days per month x 1.5 positions x 12 mos)	<u>864</u>

Total In-County	\$2,709
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Out-of-County Travel	<u>2,526</u>
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Subtotal Travel	5,235
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Supplies

Clinical Supplies	\$2,500
Laboratory Supplies	1,500
Office Supplies	1,000
Health Education Supplies	2,500
Computer Supplies	<u>500</u>

Subtotal Supplies	8,000
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Other

Reproduction	\$2,500
Telephone	1,800
Rent	6,930
Term Purchase Agreement with UCSF, Chlamydia Lab*	<u>40,000</u>

Subtotal Other	51,230
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Contractual Services**

<u>Personnel</u>	<u>FTE</u>	
Project Coordinator	0.25	\$13,704
Lab Technician	0.50	22,355
Administrative Assistant	0.50	20,510
Biostatistician	0.10	5,405
Behavioral Psychologist	0.10	7,440
Physician	<u>0.05</u>	<u>5,996</u>

Subtotal Personnel	1.50	\$75,410
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BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 19, 1993 Government Efficiency and Labor Committee Meeting

<u>Miscellaneous</u>	<u>\$3,950</u>
Total Direct Contractual Costs	\$79,360
Indirect Costs (approx. 26% of Direct Contractual Costs)	<u>20,475</u>
Total Contractual Services	<u>\$99,835</u>
Total Direct Charges	\$257,703
<u>Indirect Charges</u>	
20% of DPH Civil Service Salaries	<u>14,826</u>
TOTAL PROJECT BUDGET	\$272,529

*The term purchase agreement with UCSF Chlamydia Lab would be for the processing of the specialized non-invasive STD diagnostic tests performed as part of the research component of the Project.

**The DPH states that a sole source contract with the University of California at San Francisco (UCSF) is essential, since UCSF is the only facility in San Francisco with the equipment and trained personnel required to perform the specialized lab testing and behavioral research associated with the Multidimensional STD Project. The DPH reports that it does not possess the necessary lab equipment and experience, or the behavioral research expertise, required to perform these services.

Required Match: None

No. of Persons Served: Approximately 1,000 San Francisco adolescents

Indirect Costs: \$14,826 based on 20 percent of DPH Civil Service personnel salaries

Comments:

1. The DPH reports that if the proposed grant were reduced or terminated, the incidence of STDs among adolescents would increase dramatically, and critical technical and epidemiologic research would not be able to be conducted to identify risk factors and develop interventions to reduce the consequences of STDs in this high risk population.
2. The Summary of Grant Request prepared by the Department is attached.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 19, 1993 Government Efficiency and Labor Committee Meeting

3. A copy of the Department's Disability Access Checklist is included in the file.

Recommendation: Approve the proposed resolution

Grantor Centers for Disease Control Division CHS/Epidemiology & Disease
 Contact Person Linda Long Section STD Control
 Address 255 East Paces Ferry Road, N.E. Contact Person Wendy Wolf
Atlanta, Ga. 30305 Telephone 864-8100
 Amount Requested \$ 272,529 Application Deadline 7/1/93
 Term: From 1/1/94 To 12/31/94 Notification Expected 12/1/93
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (extension) (renewal) (renewal) grant in the amount of \$272,529 from the period of 1/1/94 to 12/31/94 to provide enhanced sexually transmitted disease service

II. Summary: (Comments/History; need addressed; number + groups served; services and providers)

This is the first year of a five year grant. Funds are being awarded to conduct multidisciplinary research to develop a multidimensional STD program that goes beyond a traditional STD model. This project involves performing education, counseling and partner referral of high risk adolescents, designing an intervention to reduce STDs in this population and utilizing and evaluating non invasive STD diagnostic tests to identify infections quickly and easily in this high risk group to reduce sequelae.

III. Outcomes/Objectives:

- Reduce STD rates and their sequelae among adolescents
- Develop a behavioral intervention to reduce high risk behaviors among adolescents
- Evaluate the use and efficacy of non invasive STD diagnostic tests with adolescents

IV. Effects of Reduction or Termination of These Funds:

Without funding, the incidence of STDs and their sequelae among adolescents will continue to increase, and critical technical and epidemiologic research will not be able to be conducted to identify risk factors and develop interventions and testing modalities to reduce the consequences of STDs in this very high risk population.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved
Grant Amount			\$272,529			
Personnel			93,403			
Equipment			0			
*Contract Svc.			99,835			
Mat. & Supp.			8,000			
Facilities/Space			0			
Other			56,465			
Indirect Costs			14,826			

VI. Data Processing

(costs included above)

20,453

VII. Personnel

F/T CSC			1		
P/T CSC			2		
Contractual			1.5		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

None

Will grant funded employees be retained after this grant terminates? If so, How?

No

*VIII. Contractual Services: Open Bid _____ Sole Source X (if sole source, attach Request for Exemption Form)

Item 1k - File 146-93-20

Department: Department of Public Health (DPH)
Bureau of Epidemiology and Disease Control

Item: Resolution authorizing the Department of Public Health, Bureau of Epidemiology and Disease Control, Division of Tuberculosis Control, to accept and expend retroactively a grant of \$541,982, which includes indirect costs in the amount of \$59,519, based on 20 percent of salaries from the Department of Health and Human Services, Centers for Disease Control, for Tuberculosis Control in San Francisco, providing for ratification of action previously taken.

Grant Amount: \$541,982

Grant Period: Retroactively from February 1, 1993 through January 31, 1994

Source of Funds: Centers for Disease Control (CDC)

Project: Tuberculosis Control Program

Description: In October of 1992, the Board of Supervisors authorized the DPH to apply for a second year of a five year cycle grant in the amount of \$2,453,034 for funds for its Tuberculosis Control Program and an HIV-Related Tuberculosis Prevention Program (File 146-92-67). Of the total \$2,453,034 amount, the DPH applied for \$1,401,809 to be used for the Tuberculosis Control Program and \$1,051,225 to be used for the HIV-Related Tuberculosis Prevention Program. The DPH reports that the CDC approved only \$541,982 for the Tuberculosis Control Program.

The Tuberculosis Control Program provides diagnostic treatment, surveillance, screenings, case findings, registry and medical consultations for all communities in San Francisco. The proposed grant would augment laboratory services, staff for jail screenings, and outreach and surveillance in areas with high rates of tuberculosis.

Budget:	<u>Personnel</u>	<u>FTE</u>	
	<u>Salaries</u>		
	Microbiologist	1.0	\$43,732
	Clerk Typist	1.5	37,284
	Health Worker II	1.0	27,093
	Nurse Practitioner	0.5	30,030
	Public Service Aide Admin.	3.0	70,590
	Health Program Coordinator	1.0	48,178

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 19, 1993 Government Efficiency and Labor Committee Meeting

Management Information Services Specialist II	1.0	<u>\$40,690</u>	
Sub-total Salaries	9.0	\$297,597	
Fringe Benefits @ approx. 26%		<u>77,641</u>	
Total Salaries and Fringe Benefits		\$375,238	
Overtime and Premium Pay		<u>3,000</u>	
Total Personnel			\$378,238
<u>Supplies</u>			
Laboratory Supplies*		\$55,638	
Office Supplies		1,875	
5 Office Desks (@ \$500 each)		2,500	
Medical Outreach Supplies		<u>5,000</u>	
Total Supplies			65,013
<u>Travel and Training</u>			3,000
<u>Equipment</u>			
Photocopier		\$2,504	
Fax machine		972	
Computer**		<u>5,716</u>	
Total Equipment			9,192
<u>Other Expenses</u>			
Food incentives for clients in field outreach (approx. 1,000 clients with several visits each)***		\$5,000	
Telephone		2,795	
Lease of Office Space		<u>8,725</u>	
Total Expenses			16,520
<u>Contractual Services</u>			
Mobile radiology****			<u>10,500</u>
Total Direct Charges			\$482,463
Indirect Charges (@ 20% of salaries)			<u>59,519</u>
Total Project Budget			\$541,982

BOARD OF SUPERVISORS
BUDGET ANALYST

*Laboratory Supplies includes funding for various tuberculosis tests and surveillance for Tuberculosis Multiple Drug Resistance Cases.

**DPH has allocated \$5,716 for a desk top PC DOS computer. Mr. Paul Owley of the Electronic Information Processing Steering Committee (EIPSC) states that EIPSC has approved the DPH's request for the computer.

***The \$5,000 allocation for food incentives pertains to a program the CDC has approved since 1982. DPH health workers buy bread, juices, peanut butter and other types of food for needy clients as an incentive for the clients to take their medicine.

****Regarding the mobile radiology costs of \$10,500, the DPH anticipates screening approximately 1,000 clients during the grant period. The DPH estimates a 30 percent positive rate in the 1,000 clients screened. This means that approximately 300 clients will need X-rays. Because some clients have mobility problems that prevent them from traveling to the Tuberculosis Clinic and to the Radiology Unit of San Francisco General Hospital, the DPH uses a mobile radiology unit to serve these clients.

Required Match: None

No. of Persons Served: Approximately 32,000 persons

Indirect Costs: \$59,519 or 20% of salaries

Comments: 1. The proposed grant of \$541,982 represents a decrease of \$593,871 over the previous grant of \$1,135,853. According to the DPH, the Centers for Disease Control have provided funding for the Tuberculosis Control Program for over 10 years.

2. The DPH reports that if the proposed grant were reduced or terminated, tuberculosis cases in the community would increase, including multiple drug resistant tuberculosis with potential infection to health care providers.

3. The DPH reports that expenditures have been incurred against this grant award. Therefore, the proposed resolution provides for ratification of action previously taken.

4. The Department has completed a Disability Access Checklist which is in the file.

BOARD OF SUPERVISORS
BUDGET ANALYST

5. A Summary of Grant Request form, as completed by the Department, is attached.

Recommendation: Approve the proposed resolution

Centers for Disease Control
 Person Elizabeth M. Taylor
 255 E. Paces Ferry Rd N.E. Room 300
 Stop E14, Atlanta GA 30305
 Requested \$ 541,982
 From 2-1-93 To 1-31-94
 Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

Description: Request to ~~apply for~~ (accept and expend) a ~~(new) (continuation) (extension)~~ (augmentation to a) grant in the amount of \$ 541,982 from the period of 2-1-93 to 1-31-94 to provide assistance in the reduction and control of tuberculosis ~~xxxxxx~~

Summary: (Concise, brief, and to the point - include purpose, services, and provisions)
 diagnosis, treatment, surveillance, screenings, case finding, registry and medical consultation
 been provided by this project for 11 years.
 project serves all communities in San Francisco.

supplemental funds will augment laboratory services, staff for jail screenings, and
 outreach/surveillance in areas with high rates of tuberculosis.

Outcomes/Objectives:
 Laboratory upgrade and expansion of services for more rapid diagnosis of tuberculosis.
 Increase staff for jail screenings. (3) Continue Applied Research services. and (4) Case
 finding and outreach activities in areas with high rates of tuberculosis.

Effects of Reduction or Termination of These Funds:
 If above objectives would not be realized and we would expect an even higher increase
 tuberculosis cases in the community, including multiple drug resistant tuberculosis
 potential infection to health care providers.

Financial Information:

	Col. A	Col. B	Supplemental Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Part Year/Orig.	Proposed	Change		
Total Amount	\$ 939,748	\$ 1,135,853	\$ 541,982	+ \$ 541,982	none	
Personnel	480,101	782,964	378,238	378,238		
Equipment	23,254	0	9,192	9,192		
Contract Svc.	150,956	187,044	10,500	10,500		
Materials & Supp.	40,156	20,575	65,013	65,013		
Utilities/Space		3,600	8,725	8,725		
Travel	175,693	20,900	10,795	10,795		
Direct Costs	69,588	120,770	59,519	59,519		

Data Processing

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
Personnel						
CSC	12	16	7	+ 7		
CSC	0.5	0.5	1	+ 1		
Contractual	3	3	0	0		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

If grant funded employees be retained after this grant terminates? If so, How?
 Yes, by placement in ad valorem positions.

III. Contractual Services: Open Bid XXX Sole Source _____ (If sole source, attach Request for Proposal Form)

Item 11 - File 146-93-21

Department: Department of Public Health (DPH)
Epidemiology and Disease Control - Sexually Transmitted
Disease (STD) Control Division

Item: Resolution authorizing the Department of Public Health, Community Health Service, Department of Epidemiology and Disease Control, STD Control Division, to apply for, accept and expend a grant of \$1,091,095, which includes indirect costs of \$131,839, based on 20 percent of personnel salaries from the Centers for Disease Control, for provision of required STD services.

Grant Amount: \$1,091,095

Grant Period: January 1, 1994 through December 31, 1994

Source of Funds: Centers for Disease Control (CDC)

Project: STD Control Program

Description: The proposed grant of \$1,091,095 is a continuation grant in order for the DPH to provide Federal-required sexually transmitted disease (STD) services. The proposed grant is for the first year of a new five year funding cycle. Funds are being awarded to the STD Control Division by the CDC to provide for the continuation of surveillance, education, investigation and treatment of STDs with an emphasis on syphilis, congenital syphilis, chancroid, chlamydia and HIV counseling, referral and partner notification. The objectives of the STD Control Program are to reduce the overall incidence of STD, decrease the number of repeat STD visits (more than 1 visit in 12 months) by 10 percent, and establish and maintain active surveillance systems for all STDs. The DPH advises that the proposed grant amount of \$1,091,095 is incorrect and that the actual grant amount requested is \$1,115,095.

Budget:	<u>Personnel</u>	<u>FTE</u>	
	Principal Disease Control		
	Investigator	1.0	\$55,200
	Senior Disease Control		
	Investigator	1.0	47,449
	Disease Control		
	Investigators	6.0	230,967
	Senior Clerk Typist	1.0	37,909
	Clerk Typist	4.0	125,767
	Epidemiologist II	1.0	62,675
	Computer Systems Mgr.	1.0	44,566

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 19, 1993 Government Efficiency and Labor Committee Meeting

Community Based Services Liaison	<u>1.0</u>	<u>\$54,662</u>
Sub-total Personnel	16.0	\$659,195
Fringe Benefits @ 26% of salaries		<u>171,391</u>
Total Personnel		\$830,586

Travel Expenses

In-County

Mileage: (250 miles/month x \$0.25 per mile x 6 positions x 12 mos)	\$4,500
Auto Usage: (\$40 monthly allowance x 12 mos. x 6 positions)	2,880
Parking Allowance: (\$3 per day x 16 field days x 12 mos x 6 positions)	<u>3,456</u>
Total In-County*	\$10,836

Out-of-County

(\$125 per day x 5 days + \$588 air fare + \$50 per participant for incidentals x 6 positions)**	<u>7,575</u>
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Total Travel Expenses	\$18,411
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Operating Expenses

Supplies:

Gonorrhea Screening & Surveillance	\$14,000
Chlamydia Screening & Surveillance	49,440
Research Study (re: gonorrhea)	2,500
Safer Sex Packets	9,800
Health Education Supplies	4,000
Office Supplies	1,000
Computer Supplies	<u>1,000</u>
Total Supplies	\$81,740
Computer Consultant***	24,000
Other Expenses	<u>28,519</u>

Total Operating Expenses	<u>134,259</u>
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Total Direct Charges	\$983,256
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Indirect Charges (@ 20% of salaries excluding fringes)	<u>131,839</u>
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BOARD OF SUPERVISORS
BUDGET ANALYST

Total Program Budget \$1,115,095

*The proposed in-county travel expenses totalling \$10,836 support six Disease Control Investigator (DCI) positions with an estimated monthly usage of 250 miles per month, per position, plus allowances. According to a Memorandum of Understanding with the Disease Control Investigator's union, DPH is required to reimburse the investigators for both mileage and a monthly auto allowance as well as for parking expenses.

**DPH is requesting \$7,575 for six out-of-county trips by STD program personnel or individuals within support agencies of the Health Department conducting business for the STD Program, to receive training and attend seminars. These seminars, or training sessions are projected to be five days in duration. San Francisco provides a per diem rate of \$35 per day plus hotel expense or actual expenses of trips. The actual expenses are estimated to be, per person, \$125 per day for per diem and hotel expense, round trip air fare of \$588, plus \$50 per participant for incidentals.

***The \$24,000 for a computer consultant would be paid to Global Health Care Incorporated, a non-profit organization. Global Health Care Incorporated would continue to provide programming and computer consultant services related to enhancing and modifying the clinic computer software and for as-needed computer consultation services. The proposed \$24,000 contract would be an extension of an existing contract. Global Health Care Incorporated was originally selected based on a competitive bid.

Required Match: None

No. of Persons Served: Approximately 30,000 patients served per year

Indirect Costs: \$131,839 based on 20 percent of salaries excluding fringes

Comments: 1. As noted above, the actual grant amount requested is \$1,115,095 rather than \$1,091,095 as stated in the title and body of the proposed legislation. Therefore, the proposed resolution should be amended to reflect the actual grant amount of \$1,115,095.

2. The proposed grant of \$1,115,095 represents an increase by \$166,317 over the previous grant of \$948,778. According to the

BOARD OF SUPERVISORS
BUDGET ANALYST

DPH, the Centers for Disease Control has provided funding for the STD Control Project for over 40 years.

3. The DPH reports that if the proposed grant were reduced or terminated, STD services would have to be curtailed and the DPH would not be able to effectively monitor and respond to disease outbreaks, as well as provide proper case management of individuals diagnosed with STDs.

4. The Department has completed a Disability Access Checklist, which is in the file.

5. A Summary of Grant Request form, as completed by the Department, is attached.

Recommendation: Amend the proposed resolution to reflect the correct grant amount of \$1,115,095 rather than the stated grant amount of \$1,091,095 and approve the proposed resolution as amended.

Item No. Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor Centers for Disease Control Division CH/Epidemiology & Disease Control
 Contact Person Linda Long Section STD Control
 Address 255 East Paces Ferry Rd. N.E. Contact Person Wendy Wolf
Atlanta, Ga 30305 Telephone 864-8100
 Amount Requested \$1,115,095 Application Deadline 7/1/93
 Term: From 1/1/94 to 12/31/94 Notification Requested 12/1/93
 Health Commission Board of Supervisors: Finance Committee
 Full Board

I. Item Description: Request to (apply for) (accept and expend) a ~~XXXX~~ (continuation) ~~(of a previous grant)~~ ~~(of a previous grant)~~
 (Circle appropriate words) grant in the amount of \$ 1,115,095 from the period of 1/94 to 12/31/94
 to provide required sexually transmitted disease (STD) services.

II. Summary: (Give a summary of need, address, number of people served, services, and providers)

This is the first year of a new five year funding cycle. Funds are being awarded to
the STD Control Division to provide for the continuation of surveillance, education,
investigation, and treatment of STDs, with an emphasis on syphilis, congenital
syphilis, chancroid, chlamydia and HIV counseling, referral and partner notification.

III. Outcomes/Objectives:

- Reduce the overall incidence of STD
- Decrease the number of repeat STD visits (more than 1 visit in 12 months) by 10%
- Establish and maintain active surveillance systems for all STDs

IV. Effects of Reduction or Termination of These Funds:

Without funding, STD services would have to be curtailed and we would be unable to
effectively monitor and respond to disease outbreaks, as well as provide proper
case management of individuals diagnosed with STDs.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	\$ 966,620	\$ 948,778	\$1,115,095	+\$166,317		
Personnel	606,872	662,577	830,586	+\$168,009		
Equipment	300	0	0	0		
Contract Svc.	25,000	24,000	24,000	0		
Mat. & Supp.	90,800	110,100	81,740	-28,360		
Facilities/Space	0	0	0	0		
Other	41,033	46,930	46,930	0		
Indirect Costs	110,615	105,171	131,839	+\$26,668		

VI. Data Processing

(see included above) 57,364 68,782 80,153 + 11,371

VII. Personnel

F/T CSC	16	16	16	0
P/T CSC	1	0	0	0
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, how?

No

VIII. Contractual Services: Open Bid ** Sole Source ** (If sole source, attach Request for Exemption Form)

**As part of Community Health Services Department, all of our contractual services are
performed through the MIS Department's contract with Global Health Care Services, Inc.
contractually bid out and is now a sole source contract.

Item 1m - File 146-93-22

Department: Department of Public Health
Community Mental Health Services (CMHS)

Item: Resolution authorizing the Department of Public Health, Division of Mental Health Services, to apply for, accept and expend a grant of \$119,773 from the State Department of Rehabilitation, to enter into a cooperative program agreement and a case service contract, with a required match of \$71,253, which is 59 percent of the total award, to provide vocational services; waiving indirect costs and providing for ratification of action previously taken.

Grant Amount: \$119,773

Grant Period: July 1, 1993 to June 30, 1994

Source of Funds: State Department of Rehabilitation

Project: Vocational Services for Mentally Ill Psychiatric Clients in the City of San Francisco

Description: The proposed resolution would authorize the DPH to apply for, accept and expend a grant and to enter into a cooperative program agreement with the State Department of Rehabilitation and a case service contract with the California Pacific Medical Center's Community Vocational Enterprises (CPMCCVE), a non-profit agency, to provide vocational services for psychiatric clients. Under the case service contract, CPMCCVE would provide staff to supervise up to 100 psychiatric clients in jobs (i.e., assembly work, janitorial, clerical, food service) of ten hours per week or more. CPMCCVE would also provide evaluation, placement, and follow-up services for these clients.

Budget:

<u>Contractual Services</u>	<u>FTE</u>	
CPMCCVE		
Job Developer	1.00	\$38,730
Project Coordinator	1.35	52,285
Director	.25	18,200
Office Rental		10,095
Utilities		<u>463</u>
Total Grant	<u>2.60</u>	119,773

No. of Persons Served: Up to 100 psychiatric clients

BOARD OF SUPERVISORS
BUDGET ANALYST

Required Match: \$71,253 (in-kind match included in DPH's 1993-94 budget)

Indirect Costs: Funder does not allow indirect costs. Therefore, the proposed resolution would waive indirect costs.

Comments: 1. Mr. Jack Rabin of the Department of Public Health states that CPMCCVE has been selected on a sole source basis because it is the only non-profit organization in the City that provides vocational services to seriously ill psychiatric clients on a City-wide basis. CPMCCVE has been the provider since July 1, 1992.

2. Mr. Rabin advises that the DPH has already submitted the application for the proposed grant funds. Therefore the proposed resolution provides for ratification of action previously taken.

3. The Disability Access Checklist, which was prepared by CPMCCVE, is on file with the Clerk of the Board.

4. The "Summary of Grant Request", as prepared by DPH, is attached.

Recommendation: Approve the proposed resolution.

Department of Rehabilitation - SF
District Office

Person Diana Wagner, R.S.
30 Van Ness Avenue
San Francisco, CA 94102

Division Community Mental Health Services
Section Child, Youth & Family Section
Contact Person Jack Rabin, Assistant Director
Telephone 415-255-3412

Requested \$ 119,773
From 7-1-93 To 6-30-94

Application Deadline March 19, 1993
Notification Expected July 1, 1993

Commission _____ Board of Supervisors: Finance Committee _____
Full Board _____

Description: Request to (propose for) (accept and expand) a (new) (continuation) (relocation) (augmentation to a) grant in the amount of \$ 119,773 from the period of 7-1-93 to 6-30-94 to provide vocational services.

Program: (Community, and additional services - group, mental services, and providers)

100 psychiatric clients will be provided with paid jobs of 10 hours/week or more. Vocational services will be provided by Community Vocational Enterprises (CVE), California Pacific Medical Center program and by the San Francisco Office of the State Department of Rehabilitation. Clients will receive evaluation, placement, and follow-up services.

Program Objectives:

Provide vocational evaluation, placement, and follow-up services for up to 100 seriously mentally ill psychiatric clients.

Reasons for Reduction or Termination of These Funds:

Reduction or termination of these funds will prevent up to 100 clients from receiving vocational services.

Financial Information:

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Req. Match</u>	<u>Approved by</u>
	<u>Two Years Ago</u>	<u>Fisc. Year/Orig.</u>	<u>Proposed</u>	<u>Change</u>		
Amount:		\$95,000	\$119,773		\$71,253	
Personnel:						
Materials:						
Travel:						
Supplies:		\$95,000	119,773			
Equipment:						
Facilities/Space:						
Other:						
Costs:						
Other:						
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Item 1n - File 146-93-23

Department: Department of Public Health

Item: Resolution authorizing the Department of Public Health, Community Public Health, Family Health Bureau, to accept and expend a grant augmentation of \$41,516, which includes indirect costs in the amount of \$13,513 based on ten percent of eligible salaries and a required match of \$55,971, which is thirteen percent of the grant, from the State Department of Health, Maternal Child Health Branch for perinatal and related MCH services.

Grant Amount: \$41,516

Grant Period: July 1, 1992 to June 30, 1993

Source of Funds: State Department of Health, Maternal Child Health Branch

Project: Comprehensive Perinatal Services Program

Description: Comprehensive Perinatal Services Program (CPSP) provides the following services: (1) provide technical assistance to health care providers in order to enable them to enroll low-income women in Medi-Cal funded perinatal services; (2) provide public information about the availability of Medi-Cal funded perinatal services; (3) recruit additional health care providers to offer such services and; (4) provide on-going quality assurance and in-depth technical assistance to those health care providers that are currently offering these perinatal services.

The proposed \$41,516 grant would augment a \$377,803 grant for the Comprehensive Perinatal Services Program that was previously approved by the Board of Supervisors (File 146-92-38). The grant augmentation would provide funds to enhance the Comprehensive Perinatal Services Program by providing for the following activities: (a) the enhancement of coordination with the Department of Social Services and delivery hospitals to provide Perinatal Services Program, (b) the development of a comprehensive assessment of City-wide immunization activities for children and youth, and (c) the completion of an ongoing survey of perinatal substance abuse hospital protocol.

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Budget:

	Original	Grant	Proposed
<u>Personnel</u>	<u>Grant</u>	<u>Augmentation</u>	<u>Program Grant Funding</u>
CPSP Coordinator	\$39,796	\$1,184	\$40,980
Sr. Med. Social Worker	36,096	2,106	38,202
Health Educator	36,997	2,263	39,260
Data Clerk Specialist	18,482	6,238	24,720
Clerk Typist/Admin. Asst.	15,125	345	15,470
Health Worker	8,136	2,981	11,117
Bilingual Pay	280	(35)	245
Clerk Typists	31,200	(636)	30,564
Public Health Aide	5,000	(1,837)	3,163
MCH Director	13,808	0	13,808
Perinatal Director	27,196	0	27,196
Nutrition Consultant	18,306	0	18,306
Quality Assurance Coordinator.	5,005	0	5,005
Quality Assurance RN	11,540	3,372	14,912
Health Program Coordinator	<u>0</u>	<u>11,927</u>	<u>11,927</u>
Subtotal	\$266,967	\$27,908	\$294,875
Fringe Benefits	<u>71,986</u>	<u>4,552</u>	<u>76,538</u>
Total-Personnel	\$338,953	\$32,460	\$371,413
<u>Operating Expense</u>			
General consumables	\$6,647	\$(480)	\$6,167
Communication	5,108	0	5,108
General expenses	8,640	(1,786)	6,854
Training	2,000	2,664	4,664
Travel	3,000	594	3,594
Equipment	0	600	600
Indirect Costs	<u>10,994</u>	<u>9,925</u>	<u>20,919</u>
Total-Operating Expense	\$36,389	\$11,517	\$47,906
Total Grants	\$375,342	\$43,977	\$419,319

Required Match: \$55,971 (in-kind match is included in FY 1992-93 budget)

No. of Persons Served: 3,500 women

Indirect Costs: \$13,513 (10% of eligible salaries)

Comment: The Department of Public Health indicates that some of the budget information detailed above is erroneous. As noted above, the \$43,977 grant augmentation budget total differs from the \$41,516 request in the proposed resolution. Therefore, the Department of Public Health requests that the proposed resolution be continued to the call of the Chair in order to allow them time to reanalyse the budget data.

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Recommendation: Continue the proposed resolution to the call of the Chair as requested by the Department of Public Health.

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Item 10 - File 146-93-24

Department: Department of Public Health (DPH)
Family Health Bureau

Item: Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health Bureau, to accept and expend a grant of \$84,375, which includes indirect costs in the amount of \$1,958 based on ten percent of salaries, from the State Department of Health Services, Maternal Child Health Branch for educational and support services for African American pregnant and postpartum women and their infants.

Grant Amount: \$84,375

Grant Period: July 1, 1993 to March 31, 1994

Source of Funds: State Department of Health Services

Project: Black Infant Health Improvement Project

Description: The proposed grant would be used to fund a project whose objective is to improve African American infant health in San Francisco. The project would provide the following services to African American pregnant and postpartum women and their infants: 1) outreach services, 2) referral services (i.e. to appropriate prenatal treatment), 3) pediatric care, family planning and social services, 4) educational services, and 5) follow-up and support services.

Budget:

<u>Personnel - Civil Service</u>	<u>FTE</u>	
<u>Salaries</u>		
Data Specialist	.25	\$9,542
Clerk Typist	.25	6,367
Public Health Aide	<u>.30</u>	<u>3,666</u>
Subtotal DPH Salaries	.80	\$19,575
Fringe Benefits (at approx. 22% of DPH salaries)		<u>4,295</u>
Subtotal Personnel		\$23,870

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Operating Expenses

Travel	\$1,200
Staff Training	1,000
Other expenses	<u>3,347</u>

Subtotal Operating Expenses \$5,547

Total City Services \$29,417

Contractual Services

<u>Personnel</u>	<u>FTE</u>	
Community Health Aide	1.00	\$16,480
Clerk Typist	.50	5,768
Social Worker	.50	9,888
Executive Director	.15	5,348
Janitor	.15	<u>1,442</u>

Subtotal Salaries \$38,926

Fringe Benefits (19%) 7,564

Subtotal Personnel 2.30 \$46,490

Operating Expense 6,510

Total Contractual Services 53,000

Indirect Costs

@ 10 % of total DPH salaries 1,958

Total Project Budget \$84,375

Required Match: None

No. of Persons Served: Approximately 612 women

Indirect Costs: \$1,958 (10 percent of total DPH salaries)

Comments:

1. The DPH reports that because the proposed grant is an allocation, the City is not required to submit an application in order to receive the funds.
2. The DPH advises that CAHEED Inc., a non-profit agency, has been selected on a sole source basis to provide the contractual program services noted above. According to the DPH, CAHEED, Inc., which is based in the Bayview Hunters

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Point area, is the only facility providing day care services to infants in this area of the City.

3. The Summary of Grant Request, as prepared by DPH, for the proposed grant is attached.

4. The DPH has prepared a Disability Access Checklist which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

Grantor State Dept of Hlth Svcs/MCH Branch
 Contact Person Doris Barrows
 Address 714 P Street, Room 740
Sacramento, CA 94234-7320
 Amount Requested \$ 84,375
 Term: From 07/01/93 To 03/31/94
 Health Commission _____ Board of Supervisors: Finance Committee _____

Division CPHS
 Section Family Health Bureau
 Contact Person Virginia Smyly
 Telephone 554-2563
 Application Deadline State Allocation-
 Notification Expected Application Not Required
N/A
 Full Board _____

Item Description: Request to ~~(expand)~~ (accept and expend) a ~~new~~ (continuation) ~~(expansion)~~ ~~(expansion)~~ grant in the amount of \$ 84,375 from the period of 07/01/93 to 03/31/94 to provide Black infant health improvement services.

Summary: (Concise summary of need, address, number of people served, services and providers)

Continued outreach, case identification, referral, educational and support services will be provided to pregnant and postpartum African American women through a community-based support center in the Bayview-Hunter's Point District. An annual report of Black Infant Health will be developed and distributed.

II. Outcomes/Objectives:

300 women will receive information about the project. 100 will receive educational/group sessions, 200 will receive basic referrals/information, and 12 will be case-managed.

III. Effects of Reduction or Termination of These Funds:

At-risk African American infants likely to be reached through these services will not have the added advantage of such education and support.

IV. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Rec. Match	Approved by
	Two Years Ago	Per. Year/Orig.	Proposed	Change		
Grant Amount	<u>214,284</u>	<u>389,284</u>	<u>84,375</u>	<u>(304,909)</u>	_____	_____
Personnel	<u>76,085</u>	<u>165,674</u>	<u>23,870</u>	<u>(142,248)</u>	_____	_____
Equipment	<u>9,417</u>	<u>10,000</u>	<u>-0-</u>	<u>(10,000)</u>	_____	_____
Contract Svc.	<u>110,000</u>	<u>177,556</u>	<u>53,000</u>	<u>(124,556)</u>	_____	_____
Mat. & Supp.	<u>14,882</u>	<u>19,937</u>	<u>3,347</u>	<u>(16,590)</u>	_____	_____
Facilities/Space	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	_____	_____
Other	<u>4,300</u>	<u>6,700</u>	<u>2,200</u>	<u>(4,500)</u>	_____	_____
Indirect Costs	<u>-0-</u>	<u>-0-</u>	<u>1,958</u>	<u>+ 1,958</u>	_____	_____

VI. Dept. Processing

(Leave Indirect blank)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	_____	_____
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VII. Personnel

F/T CSC	<u>N/A</u>	<u>.5</u>	<u>.5</u>	_____	_____	_____
P/T CSC	<u>N/A</u>	<u>.5</u>	<u>-0-</u>	_____	_____	_____
Contractual	<u>N/A</u>	<u>2.0</u>	<u>2.0</u>	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: N/A

Will grant funded employees be retained after this grant terminates? If so, How?
No.

VIII. Contractual Services: Open Bid _____ Sole Source XX (If sole source, attach request for proposal form)

Item 1p - File 146-93-25

Department: Department of Public Health (DPH)
Community Public Health Services (CPHS)

Item: Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health Bureau, to accept and expend a grant of \$485,393, which includes indirect costs in the amount of \$32,810 based on ten percent of allowable salaries, and a required match in the amount of \$52,495, which is eleven percent of the total grant award, from the State Department of Health Services, Maternal Child Health Branch for perinatal, maternal and child health, and related services.

Grant Amount: \$485,393

Grant Period: July 1, 1993 to June 30, 1994

Source of Funds: State Department of Health Services
Maternal Child Health (MCH) Branch

Project: Comprehensive Perinatal Services Program

Description: The proposed State grant would provide funds for the management and coordination of the DPH's Comprehensive Perinatal Services Program (CPSP) and to enhance and maintain Maternal/Child Health activities. Specific program services include: (1) providing technical assistance to health care providers in order to enable them to enroll low-income women in Medi-Cal funded perinatal services; (2) providing public information about the availability of Medi-Cal funded perinatal services; (3) recruiting additional health care providers to offer such services and; (4) providing on-going quality assurance and in-depth technical assistance to those health care providers that are currently offering these perinatal services.

The proposed State grant would also provide funds for the continuation of a toll-free MCH referral services which was implemented in 1991-92 and is located in the DPH Child Health Disability Program (CHDP) office. This toll-free service arranges appointments for individual perinatal services. It also makes referrals to services available under the Women, Infants and Children (WIC) Program, which provides nutrition, education and supplemental foods to pregnant women and children under the age of five who are receiving medical care. Finally, it gives referrals to services available under the Child Health Disability Program (CHDP),

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which provides routine health screening to Children up to age 13.

The proposed grant would also fund the Black Infant Health (BIH) program designed to increase community awareness of black infant health needs though the implementation of focus groups, creation of educational and promotional materials, recommendations for the use of video and other media, and assistance in implementation of events.

Budget:

	<u>FTE</u>	
<u>Personnel</u>		
Coordinator	.75	\$41,969
Social Work Consultant	.75	39,992
Health Educator	.60	28,830
Data Specialist	.75	32,167
Clerk Typist	.35	11,587
Clerks	.40	11,382
Medical Clerks	.90	21,310
Quality Assurance Coordinator	.16	9,927
Program Coordinator	.45	25,947
MCH Director	.50	41,857
PCG Coordinator	.35	24,382
Perinatal Services Director	.50	20,940
Quality Assurance Asst. Director	.10	4,750
Nutrition Director	.15	9,114
Public Health Aide	.14	3,416
Health Worker	.47	<u>17,787</u>
Subtotal	7.32	\$345,357
Fringe Benefits (26%)		88,508
<u>Operating Expenses</u>		
Travel		\$2,800
Training		1,700
Rent		1,760
Equipment		1,580
Other expenses:		
Educational materials, software,		
promotional materials		<u>10,878</u>
Subtotal		18,718
<u>Indirect Costs (10% of allowable salaries)*</u>		<u>32,810</u>
Total		\$485,393

*The DPH advises that the State limits indirect costs to 10 percent of salaries, excluding benefits. Additionally the State does not allow indirect costs on positions that are being

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funded from Federal funds. The \$32,810 indirect cost amount is based on \$328,100 of allowable salaries.

**No. of Persons
Served:**

1,500 to 2,000 women and their children

Required Match:

\$52,495 (included in the DPH's 1993-94 budget)

Indirect Costs:

\$32,810 (10 percent of allowable salaries of \$328,100)

Comments:

1, The DPH reports that the proposed grant is an allocation from the State, which does not require the submission of an application by the City.

2. The Summary of Grant Request, as prepared by DPH, for the proposed grant is attached.

3. The Disability Access Checklist which was prepared by the DPH is included in the Clerk of the Board's file.

Recommendation: Approve the proposed resolution.

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BUDGET ANALYST

Director State DHS/MCH Branch
 Contact Person Doris Barrows
 Address PO Box 942732
Sacramento, CA 94234-7320

Division CPHS - Children
 Section Family Health Bureau
 Contact Person Virginia Smyly
 Telephone 554-2563

Amount Requested \$ _____
 Term: From 07/01/93 To 06/30/94

Application Deadline _____ (Allocation for 93-94)
 Notification Expected _____

Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to ~~approve~~ (accept and expend) a ~~grant~~ (allocation) ~~in the amount of \$485,393~~ from the period of 07/01/93 to 06/30/94 to provide MCH, perinatal and other related services. services.
 (Circle appropriate words)

II. Summary: (Concise summary, and additional number - groups served, services and providers)

This is the annual MCH allotment for CPSP implementation in the County, advocacy and coordination of child health, toll-free referral services, prenatal care guidance and other related services. All children and women of reproductive age and service providers who work with this population benefit, but with particular focus on low-income, high-risk groups.

III. Outcome/Objectives:

1500-2000 women will receive CPSP services through providers. An unknown number of families will receive phone referral services. Advocacy, coordination and technical assistance provided will result in better pregnancy outcomes and improved comprehensive access to care.

IV. Effects of Reduction or Termination of These Funds:

Women and children may not receive timely, appropriate or comprehensive care which can negatively affect outcomes.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Rec. Match	Approved by
	Two Years Ago	Part Year/Orig.	Proposed	Change		
Grant Amount	<u>224,383</u>	<u>377,803</u>	<u>485,393</u>	<u>107,590</u>	<u>52,495</u>	
Personnel	<u>186,218</u>	<u>324,751</u>	<u>433,865</u>	<u>109,114</u>		
Equipment	<u>-0-</u>	<u>-0-</u>	<u>1,580</u>	<u>-0-</u>		
Contract Svc.	<u>13,400</u>	<u>15,000</u>	<u>-0-</u>	<u>(15,000)</u>		
Mat. & Supp.	<u>-0-</u>	<u>19,898</u>	<u>10,878</u>	<u>(9,020)</u>		
Facilities/Space	<u>-0-</u>	<u>-0-</u>	<u>1,760</u>	<u>1,760</u>		
Other	<u>11,700</u>	<u>11,108</u>	<u>4,500</u>	<u>(6,608)</u>		
Indirect Costs	<u>1,164</u>	<u>7,406</u>	<u>32,810</u>	<u>25,404</u>		

VI. Data Processing

(See enclosed sheet) _____ 5,082 _____ -0- _____

VII. Personnel

F/T CSC	<u>0.0</u>	<u>1.0</u>	<u>0.0</u>	<u>(1.0)</u>	
P/T CSC	<u>4.55</u>	<u>6.32</u>	<u>7.07</u>	<u>.75</u>	
Contractual	<u>.25</u>	<u>.25</u>	<u>0.0</u>	<u>(0.25)</u>	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
County General Fund for County/Federal match.

Will grant funded employees be retained after this grant terminates? If so, How?
No.

VIII. Contractual Services: Open Bid N/A Sole Source _____ (If sole source, attach Request for Proposal Form)

Item 2 - File 53-93-1

Note: This item was continued by the Government Efficiency & Labor Committee at its meeting of March 17, 1993.

1. This item is a hearing to consider a history and progress of the Clean Water Program.

2. In connection with this hearing, the Department of Public Works has provided the attachment entitled Progress of San Francisco's Clean Water Program.

3. On March 12, 1993, the Budget Analyst transmitted his management audit report of the San Francisco Clean Water Enterprise Program to the Board of Supervisors.

Progress of San Francisco's Clean Water Program

Developing the Master Plan

Like many older cities in the United States, San Francisco has a combined sewer system which collects storm water runoff and sewage in the same pipe. During rainy periods, the combined flows may exceed treatment plant capacity and the excess untreated wastewater is discharged into San Francisco Bay and the Pacific Ocean. These rain-induced overflows are called "combined sewer overflows" or CSOs.

With completion of the collection and treatment of all dry weather sewage flows in the mid-1960's, the Regional Water Quality Board (the Board) directed the City to develop a Master Plan for controlling wet weather overflows from its combined system. Work began in 1967 to develop this, the third sewage Master Plan in the history of San Francisco.

A Master Plan for Wastewater Management was prepared by the City in 1971 to upgrade treatment facilities and tackle the CSO problem. Passage of the Clean Water Act in 1972 gave further impetus to the City to develop an aggressive timetable for completing all projects required by the State and Federal governments to control CSOs and increase the efficiency of treatment plants. Between 1972 and 1974, work was initiated on completing the requisite CEQA and NEPA documents.

In 1974, a joint Environmental Impact Report/Statement (EIR/S) was adopted by the Board of Supervisors and certified by the Environmental Protection Agency following public review of a revised Master Plan and its environmental effects. The 1974 Master Plan proposed a series of large underground structures along San Francisco's shoreline to intercept, temporarily store, then transport the mixture of stormwater runoff and sewage to upgraded treatment facilities. With subsequent refinements, the Master Plan has been the City's road map for meeting the requirements of State and Federal water quality laws and improving the performance of the sewage system. Each element of the plan has undergone further environmental review prior to construction, with the adoption of elemental EIR/S's for each component.

Construction of Master Plan Facilities

Construction of Master Plan facilities began in 1977, with the help of a Federal grant program that provided 75 percent of eligible project costs. The State of California contributed an additional 12.5 percent of eligible costs.

At this time (1977), the City's three water pollution control plants--Richmond-Sunset, North Point, and Southeast--were removing 50 to 60 percent of the pollutants through primary treatment.

There were no facilities to control CSOs. During rainy periods up to six billion gallons of untreated wastewater were discharged out of 36 overflow points into the Bay and Ocean each year.

Construction began on the **Bayside Core System**. This system was built first because San Francisco Bay receives approximately 80 percent of the daily effluent discharge. The Bayside Core System includes a seven-mile system of transport/storage structures connected to the North Shore and Channel pump stations and the North Point and Southeast treatment plants. This large conduit, with a volume of 46 million gallons, was completed in 1982. The system is served by the Southeast treatment plant which was upgraded in 1982 to a secondary treatment facility to comply with the Clean Water Act. The Bayside Core System has a cost of \$411 million.

The **Westside Core System** was put into service in 1986 at a cost of \$342 million. This includes the 2.5 mile-long Westside Transport (45 feet deep, 25 feet wide, and a capacity of 48 million gallons), the Westside Pump Station, and the 4.5 mile-long Southwest Ocean Outfall. The Westside Core is currently connected to the Richmond-Sunset primary treatment plant for operation.

Between 1986 and 1992, additional Bayside facilities were completed to comply with State and Federal discharge permit requirements for combined sewer overflows. They included: Southeast sewer modifications; the Sunnydale 5.7 million gallon transport/storage structure and pump station; Mariposa pumping and transport/storage facilities at 0.08 million gallons; Yosemite Fitch storage facilities at 9.4 million gallons; and Griffith Pump Station. The total cost of these projects is estimated at \$76 million.

By 1994, two major projects on the westside will be operational. The Richmond-Sunset plant will be replaced by the \$233 million Oceanside plant. This new secondary treatment plant will have a peak treatment capacity of 65 million gallons per day, and will remove 90 percent of the pollutants from the westside's sewage and urban runoff before discharging through the Southwest Ocean Outfall nearby.

The Lake Merced Transport is a 1.6 mile-long tunnel that will capture sewage and runoff from the extreme southwestern portion of the City. The transport will have a storage capacity of 9.5 million gallons and will reduce the number of combined sewer overflows along Fort Funston Beach from an average of 58 to eight or less per year. The estimated cost is \$31 million.

In 1996, the remaining storage/transport projects on the bayside and one transport/storage project on the westside will be completed. On the bayside, the Islais Creek transport and storage facilities are estimated to cost \$93 million to provide over 35 million gallons of storage. The system will reduce the number of combined sewer overflows into Islais Creek Channel to no more than 10 per year. A major (170 million gallons per day) pump station to

service the Islais Creek project and further improvements to the Southeast treatment plant are estimated to cost \$87 million.

The Richmond Transport is the final project to be completed on the westside. It is a two mile long deep tunnel, with a capacity of 10 million gallons, stretching from the Presidio to the Great Highway to connect with the Westside Transport. The project will comply with State and Federal regulations by reducing the number of overflows at Baker Beach and China Beach from an average of 58 to eight or less per year. The estimated cost is \$47 million.

Environmental Benefits

By 1996, with the completion of the above facilities to control CSOs, the City will have met the schedules of all Cease and Desist Orders (CDOs), except one, issued by the Board. CDOs are enforcement orders which identify construction schedules and dates for compliance with discharge limits.

All combined sewage and stormwater will receive treatment and all CSOs will be controlled. The City's peak wet weather treatment capacity will be increased from 240 million gallons per day (MGD) to approximately 455 MGD. Eighty-five (85) percent of San Francisco's combined flows--about 8,900 million gallons per year--will be captured at modernized treatment plants before discharge. The remaining 15 percent will receive flow-through treatment in the storage and transport system itself.

In 1996, the average number of overflows will be reduced to ten per year and as few as one at some locations.

Remaining Issue

The main outfall into San Francisco Bay is located off of Pier 80. It has a discharge capacity of 110 MGD which is sufficient for dry weather. However, during wet weather the Southeast plant's treatment capacity far exceeds the discharge capacity of this deep water outfall.

During wet weather, an additional 100 MGD of excess treated effluent from the plant is discharged to Islais Creek. In 1996, when all the CSO facilities are completed, up to 150 MGD of excess treated effluent will be discharged here.

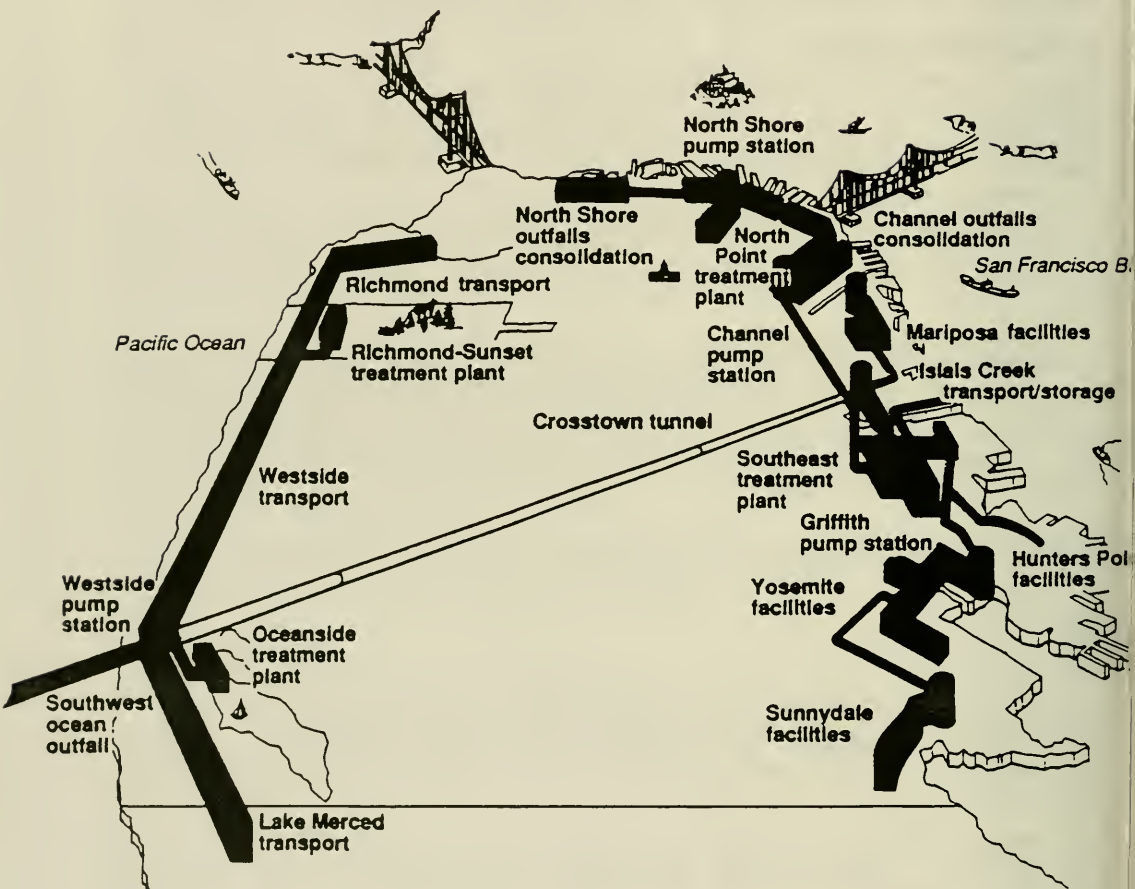
The discharge of treated wet weather flows to confined waters in Islais Creek violates water quality standards set by the Board. The Board has issued Cease and Desist Order 91-153 ordering the City to select an alternative to the discharge of effluent in Islais Creek by November 1, 1994. Planning for all required facilities must be completed by this date.

A crosstown transport to discharge Bayside effluent into the Pacific Ocean through the Southwest Ocean Outfall, is the final piece of the 1974 Master Plan, and is being evaluated along with other alternatives. Community meetings are being held to solicit public input. Depending on the chosen alternative, the cost could run as high as \$200 million. It is anticipated that the City will finance this project through sewer revenue bonds and State loans.

Sewer Service Charges

Since July 1977, sewer service charges have been the primary funding source for payment of costs associated with sewage treatment in San Francisco. In 1992-93, the average monthly sewer cost for all residential accounts was \$10.53 per month.

MAP OF THE MASTER PLAN PROJECTS



Source: Department of Public Works.

HISTORY OF THE SEWER SYSTEM

- 1850-1899 Growth of the City in the mid 1800's resulted in the construction of approximately 150 miles of combined sewers.
- 1899 First facilities plan adopted. This plan guided development of the system until 1935, by which time the system had expanded to approximately 700 miles of combined sewers and outfalls.
- 1935 Second facilities plan adopted; recommended three sewage treatment plants with deep water outfalls.
- 1938 The City's first water pollution control plant was put into operation.
- 1951-52 Second and third treatment plants put into operation.
- 1965 Final dry weather flows connected.
- 1969 State of California adopted the Porter-Cologne Water Quality Act, with the first legal prohibition against degradation of water quality.
- 1971 The City updates its Master Plan for Wastewater Management to comply with the Porter-Cologne Act.
- 1972 The Federal Water Pollution Control Act adopted by Congress and signed into law.
- 1974 The City adopts the Master Plan after the EPA and the City completed the Environmental Impact Report/Statement. This plan has been the City's road map for meeting State and federal requirements.
- 1977 Construction begins.
- 1982 Bayside Core put into operation.
- 1986 Westside Core put into operation.
- 1992 Additional Bayside Facilities were completed. Southeast sewer modifications; the Sunnydale transport/storage structure and pump station; and Mariposa pumping and transport/storage facilities.

1994 The Oceanside Water Pollution Control Plant
and Lake Merced transport/storage will be
operational.

1996 On the bayside, the Islais Creek transport
and storage facilities will be completed.
On the westside, the Richmond Transport project
will be completed.

By 1996, San Francisco will have met the schedules
of all Cease and Desist Orders except one issued by
the Regional Water Quality Control Board.

1997 San Francisco must address Cease and Desist Order
#91-153 to find an alternative for Bayside
Discharge.

Item 3 - File 97-93-10

Note: This item was continued by the Government Efficiency & Labor Committee at its meeting of May 5, 1993.

Department: Employees Retirement System (ERS)

Item: Ordinance amending the San Francisco Administrative Code by adding Section 16.55-7, regarding internal reciprocity of pension benefits within the City's retirement systems.

Description: The proposed ordinance would amend the Administrative Code by adding a new Section 16.55-7, which would provide the following:

1. When a Miscellaneous Retirement System member transfers to the Police or Fire Departments, the employee would be allowed to leave his or her accumulated retirement contributions in their old plan. Currently, a Miscellaneous Employee in the Employees Retirement System, if the employee transfers to the Police or Fire Plan, is required to withdraw accumulated contributions from that retirement plan, thus making the employee ineligible to receive any benefits from the Miscellaneous Plan when the member retires. The proposed amendment would allow, upon retiring, Employees, who have a vested interest in the Employees Retirement System Miscellaneous Plan, to receive prorated benefits from both the Miscellaneous Employees retirement plan and the applicable Police or Fire Department retirement plans if the Miscellaneous Employee transfers to either the Police or Fire Department.

2. Additionally, under this proposed ordinance, when a uniform employee of the Police or Fire Department transfers to a Miscellaneous department, the uniform employee would be allowed to retain his or her retirement credits earned under the Police or Fire Department retirement plans. Currently, the retirement credits earned by the uniform employees under the Police or Fire Department retirement plans are converted to credits earned under the Miscellaneous Employees Retirement System plan. The credits earned under the Police and Fire Department retirement plans are more valuable than credits earned under the Employees Retirement System for Miscellaneous Employees.

3. Further, under this proposed ordinance, Miscellaneous Employees, and Police and Fire Department Uniform employees, who were previously forced to withdraw their retirement contributions under the Employees Retirement

BOARD OF SUPERVISORS
BUDGET ANALYST

System when they transferred to different retirement systems, would be allowed to repay those monies to their respective retirement plans, thereby making them eligible to receive prorated Retirement benefits from both the Miscellaneous Employees retirement plan of the Employees Retirement System and the applicable Police or Fire Department retirement plans.

4. These changes will give San Francisco Retirement Plan members the same rights and benefits when transferring within the System as they now have when transferring to a reciprocal plan outside the System.

Comments:

1. Section 8.500 provides that before the Board of Supervisors can take action on ordinances relating to members' retirement benefits, the Employees Retirement System must submit to the Board of Supervisors an actuarial report on the cost and effect of any proposed change in the benefits under the retirement system.

2. Attached is a letter from Mr. Kieran Murphy, Actuary of the Employees Retirement System, describing the background to this proposed ordinance, its effects, and the associated costs. Mr. Murphy states regarding the cost of the proposed ordinance "The cost, however, should be relatively minor. When the Charter amendment was first proposed in mid-1992, the cost was estimated to be approximately \$1 million, on a lump sum basis. There is no further data available upon which to make a more precise estimate. The \$1 million cost would increase the Retirement System's liability and would be paid to the Retirement System by the City over a period of years. If the amortization period used by the Retirement Board were 20 years, the increased annual contributions by the City would be approximately (in the region of) \$60,000."

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

City and County of San Francisco

San Francisco City and County
Employees' Retirement System

May 17, 1993

John L. Taylor, Clerk of the Board
Board of Supervisors
Room 235, City Hall
San Francisco, CA 94102

Re: File No. 97-93-10.

Ordinance amending the San Francisco Administrative Code by adding Section 16.55-7, regarding Internal Reciprocity of Pension Benefits within the Retirement System.
(Supervisor Achtenberg)

Dear Mr. Taylor:

Charter Section 8.500 requires an actuarial report on the cost and effect of proposed changes in retirement benefits. This letter is intended to provide the required actuarial report regarding the above proposal.

Background to the Proposal

In November 1992, San Francisco voters passed Proposition G, enabling the Board of Supervisors to set up reciprocal pension benefits within the San Francisco Employees' Retirement System. One purpose behind this Charter amendment was to address an inequity which had existed for some time: when Miscellaneous Plan members became Police Officers or Firefighters they were required to take a refund of their Miscellaneous Plan contributions and to lose all benefits earned in that plan. Another reason for the Charter amendment was to provide similar reciprocal benefits to Retirement System members transferring between plans within San Francisco as already existed for members transferring between San Francisco and many other California public plans.

Effect of the Proposal

The proposed ordinance addresses those issues. The main features of the ordinance are as follows:

- it would allow Miscellaneous Plan members transferring to the Police or Fire Plans to leave their Miscellaneous contributions on deposit and, when they eventually retire, to receive a prorated retirement benefit, partly based on their Miscellaneous service credit and partly based on their Police or Fire service credit

- any Police Officer or Firefighter on active duty on or after April 1, 1993 who was forced to accept a refund of Miscellaneous contributions can redeposit those contributions plus interest, recoup the Miscellaneous service lost and receive a prorated pension benefit upon retirement
- it would allow Police Officers and Firefighters to transfer to the San Francisco Miscellaneous Plan and to eventually receive a prorated retirement benefit, based partly on their Police or Firefighter service credit and partly on their Miscellaneous service credit; this is a change from current provisions which require Police Officers or Firefighters transferring to the Miscellaneous Plan to convert their Police or Fire service credit on a one-for-one basis to less valuable Miscellaneous service credit.

The internal reciprocity arrangement set up by the ordinance would contain similar important features and conditions to those found in the California-wide reciprocal agreement of which the San Francisco Retirement System is a part. Included in the internal arrangement are the following:

- internal reciprocity will not apply unless a transfer to a second retirement plan is completed within six months of leaving active membership in the first plan
- the member cannot receive reciprocal benefits unless he or she retires concurrently from all plans
- Final Compensation for retirement purposes will be based on the highest compensation earned by the member while in any plan; however, the appropriate rules (such as inclusion of overtime or not) will be applied according to the provisions of each particular plan.

When these provisions are in place, the overall effect on the configuration of Retirement System benefits and provisions should be positive. A clear inequity will have been addressed, movement between Safety and Miscellaneous City positions will be greatly facilitated, and the rights that Retirement System members now enjoy when they transfer to other reciprocal plans within California will be available for transfer within the City.

Cost of the Proposal

There will be a cost to the proposal. Some proportion of the Police Officers and Firefighters who were forced to receive a refund of their contributions will redeposit those contributions and the Retirement System will become liable for payment of an extra retirement benefit to those individuals. Also, some proportion of Miscellaneous members who become Police Officers or Firefighters in the future will choose to leave their contributions with the

Retirement System and receive a Miscellaneous retirement benefit along with their Police or Firefighter benefit. In addition, the small number of Police Officers and Firefighters who transfer to the Miscellaneous Plan will receive better retirement benefits that they otherwise would have.

The cost, however, should be relatively minor. When the Charter amendment was first proposed in mid-1992, the cost was estimated to be approximately \$1 million, on a lump sum basis. There is no further data available upon which to make a more precise estimate. The \$1 million cost would increase the Retirement System's liability and would be paid to the Retirement System by the City over a period of years. If the period used by the Retirement Board were 20 years, the increased annual contributions by the City would be approximately \$60,000.

A Retirement System representative will be at the Committee hearings to answer any questions.

Sincerely,

Kieran Murphy

Kieran Murphy
Actuary

cc: Supervisor Terrence Hallinan, Chair, Governmental Efficiency and Labor Committee
Supervisor Barbara Kaufmann
Supervisor Sue Bierman
Ed Harrington, Controller
Teresa Serata, Mayor's Budget Office
Harvey Rose, Budget Analyst
Dan Maguire, Deputy City Attorney
Clare Murphy, General Manager
Mark Mactas, Towers Perrin

Item 4 - File 114-93-2

Note: This item was continued at the May 5, 1993, Government Efficiency and Labor Committee Meeting.

Item: Ordinance amending the San Francisco Building Code by amending Section 203 to authorize the Abatement Appeals Board to hear protests and confirm delinquency reports for special assessment of costs under \$5,000.

Description: The following Housing Code enforcement description is keyed to the diagram shown in Attachment I.

Housing Code violations are processed through administrative hearings. Initially, the BBI inspector issues a Notice of Violation to the building owner, giving the owner a specified time period, normally 30 to 45 days, to correct the violation. If the violation is not corrected within the specified time period, the inspector issues a Notice to Show Cause, and schedules a Superintendent's (Superintendent of the BBI) Hearing. If correcting the violation is not resolved as a result of the Superintendent's Hearing, the Housing Inspection Division of BBI transfers the case to the Code Enforcement Division, which then schedules a Director's (Director of DPW) Hearing and so notifies the building owner by issuance of a Notice of Director's Hearing. The building owner is notified that all costs of enforcement will be charged to the owner. The Director's Hearing is scheduled within 30 days of the referral from the housing inspector, but may be continued once for 30 days, for good cause. Also, the building owner may waive the Director's Hearing and proceed directly to a hearing by the Abatement Appeals Board.

The Director of DPW issues a Notice of Decision within 30 days of the Director's Hearing. If building repairs are prescribed, such repairs must commence within 60 days of the decision notice, and must be completed within six months of commencement. A one-time, 90 day, extension may be granted, for good cause, for both the commencement and completion of the repair work. The owner may appeal the Director's decision to the Abatement Appeals Board within 10 days of the Notice of Decision, and the hearing will be set within 30 days of the appeal, which may be continued once for 60 days upon showing of good cause. The Abatement Appeals Board renders its findings and decision within 10 days of the hearing and may rehear an appeal if requested within 10 days of its decision. If the Board decides that building repairs are required, it issues an Order of Abatement to the building owner. Failure of the

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BUDGET ANALYST

building owner to comply with that Order of Abatement results in the case being referred to the City Attorney.

Recently, the City added provisions for charging violators for the direct costs of code enforcement. The costs are assessed when a Director's Hearing is scheduled, and are retroactive to the first inspection leading to the administrative proceedings. If the fees are not paid, the City records a tax lien against the property. Further, the violations will not be deemed legally abated until all repairs are completed and the assessment for fees is paid.

The City also reports owners of sub-standard housing to the State Franchise Tax Board, which has the authority to disallow deductions on State income tax returns for such housing.

The City has established a Code Enforcement Rehabilitation Fund (CERF) which receives from the State a portion of those funds accumulated from disallowed State income tax deductions. CERF funds are used to defray the costs of code enforcement and to provide loans of up to \$7,500 for low-income owners of sub-standard housing who cannot afford the cost of building repairs.

With respect to the policy of the Department of Social Services (DSS) of referring low income persons to potentially sub-standard housing, in a memorandum of understanding signed by the Directors of Social Services, Public Health, Public Works, and the Chief of the Fire Department (the MOU - See Attachment II), DSS agrees to "upon notice, stop referring individuals to any hotels which have received DPW Orders to abate Building and Housing Code violations."

The proposed ordinance would amend the Building Code to authorize the Abatement Appeals Board to place special assessments in amounts of less than \$5,000, against properties that have already been assessed a penalty but the penalty is delinquent. The Board of Supervisors currently must authorize all such special assessments. The proposed ordinance would allow the Abatement Appeals Board to make special assessments in amounts of less than \$5,000 without Board of Supervisors approval. Approval by the Board of Supervisors would continue to be required for all special assessments over \$5,000.

Comments:

1. The Department of Social Services, by letter dated April 14, 1993, is reiterating to the owners/operators of its referral

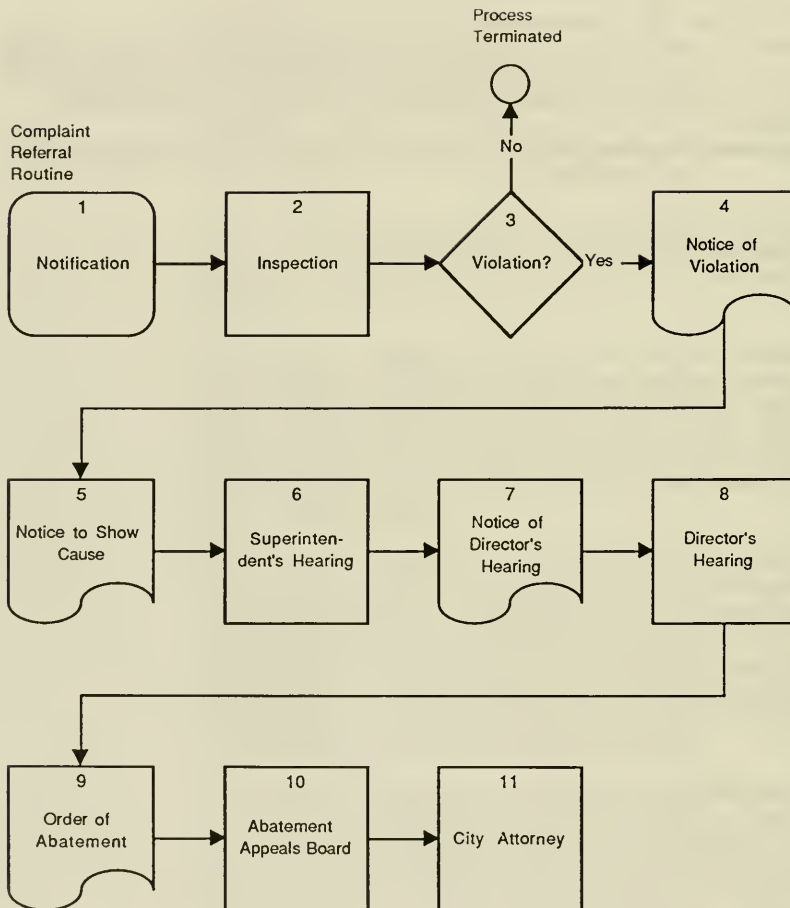
BOARD OF SUPERVISORS
BUDGET ANALYST

hotels the minimum standards of maintenance, cleanliness, and provisioning of its rented rooms. A copy of that letter is attached to this report (Attachment III).

2. The Department of Public Works has provided the Budget Analyst with a copy of the Department's progress report concerning improvements to code enforcement. A copy of that progress report is attached to this report (Attachment IV).

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

BBI Code Enforcement Process



MEMORANDUM OF UNDERSTANDING

Inspection of Hotels Utilized For Housing the Homeless
and General Assistance Applicants

This Memorandum of Understanding (MOU) is between the San Francisco Department of Social Services (DSS), the Department of Public Health (DPH), the Department of Public Works (DPW), and the San Francisco Fire Department (SFFD), and is an attempt to solve a difficult problem through inter-agency coordination. The goal of this MOU is to maximize the availability of safe clean and habitable hotel rooms for placement of the homeless and General Assistance applicants and recipients, by coordinating prompt enforcement of state and local health, building and housing laws. The purpose of this MOU is to define the role of each department in achieving this goal. The signatory departments will meet on a regular basis to evaluate the effectiveness of this MOU in achieving this goal.

In entering into this MOU, the signatory departments are assuming an undertaking only to promote the general welfare. They are not assuming nor are they imposing on any officer or employee an obligation for breach of which the City and County of San Francisco is liable in money damages to any person who claims that such breach proximately caused injury.

The Department of Social Services agrees to:

1. Maintain a list of hotels used to house the homeless and General Assistance applicants and recipients, and to provide copies of this list to the Department of Public Health (DPH), the Department of Public Works (DPW) and the San Francisco Fire Department (SFFD). The list shall be updated as necessary, and shall include the names of the hotels, owner/operators/lessees, mailing addresses, telephone numbers, and the name and telephone number of the DSS Emergency Hotel Supervisor.
2. Provide copies of any agreements with hotel owners to DPH.
3. Upon notice, stop referring individuals to any hotels which are rated "poor" by DPH.
4. Upon notice by DPW or SFFD, stop referring individuals to (or based upon the severity of the conditions, stop utilizing) any buildings for which notices to correct "serious and imminent hazards" (such as fire hazards, unsafe egress, structural safety, door locks, and other dangers to health or safety) have been issued and which have not been abated within 48 hours.

MEMORANDUM OF UNDERSTANDING

- 2 -

5. Upon notice, stop referring individuals to any hotels which have received DPW Orders to Abate Building and Housing Code violations.
6. Provide orientation to incoming G.A. clients, regarding sanitation and pest control.
7. Provide written guidelines to clients on the GA program regarding general housekeeping and respect for public/private properties.
8. Provide written expectations to hotel operators to ensure that rooms have the following:
 - (a) Beds consisting of frames and mattresses that are clean and in good repair and off the floor.
 - (b) Clean linen to include 2 sheets, 1 blanket, pillow and pillow case, and to change same weekly and with each new occupant.
 - (c) Windows in good repair with clean coverings.
 - (d) Handsink, where provided, to be equipped with hot/cold running water and with fixtures that are in good repair.
 - (e) Showers and bathrooms in rooms or in common areas to be equipped with hot/cold running water and with fixtures that are in good repair.
 - (f) Institute an effective pest control program to eliminate cockroaches and rodents from the facilities.
 - (g) Doors which function properly and which lock.
 - (h) Rooms will be swept and cleaned before each new occupancy.

Complaints about these items shall be reported to DPH.

9. Promptly report/refer complaints from clients to DPH, DPW or SFFD as appropriate.

MEMORANDUM OF UNDERSTANDING

- 3 -

Provided, nothing in this MOU is intended to affect the authority of General Manager of DSS, consistent with state and local law, to allow the use of a building, for housing the homeless, and General Assistance applicants and recipients, which is in the process of corrective action if that building is deemed safe and habitable by DPW, DPH and SFFD; or, in an extreme situation, where there is no alternative shelter available even if that building has not been determined safe and habitable, to allow the use of a building if the General Manager determines such use appropriate after balancing the need for immediate housing against the potential harm which could be caused by the conditions of a building.

The Department of Public Health agrees to:

1. Inspect rooms, common areas and garbage storage rooms in each hotel on DSS list for Health Code violations pursuant to Article II, Secs. 595 and 596 of the San Francisco Health Code, on a monthly basis.
2. Conduct a joint inspection, with DPW staff of each facility on DSS list, every three months.
3. Pay special attention to insanitary conditions, vermin infestation, and other code violations.
4. Take necessary abatement actions to correct all violations through citation, BEHS/Director of Public Health Administrative Hearings and referral to the City Attorney's Code Enforcement Division.
5. Promptly report and send written referrals to DPW and SFFD regarding building code violations such as heat, blocked fire escapes, non-functional doors, defective structures, electrical and plumbing.
6. Rate hotels "good", "fair" or "poor" and to provide a summary report of all inspected hotels to DSS at the end of each month.
7. Promptly report all hotels receiving a "poor rating" to DSS within 24 hours.
8. Inspect rooms for compliance with the DSS standards as set forth in DSS item 8, above.

MEMORANDUM OF UNDERSTANDING

- 4 -

9. Implementation of the above MOU in its totality shall be contingent upon adequate staffing with two additional Health Inspectors.
10. Investigate, as appropriate, and notify DSS of the results of the investigation, complaints made by DSS regarding violations of the Health Code or of the DSS standards as set forth in DSS item 8, above within three (3) working days.

The Department of Public Works agrees to:

1. Inspect rooms and common areas in each hotel on the DSS list, jointly with DPH, every three months.
2. Investigate, as appropriate, and notify DPH/DSS of the results of the investigation, complaints made by DSS or by DPH regarding heat violations in any of the listed hotels within 48 hours.
3. Investigate, as appropriate, and notify DPH/DSS of the results of the investigation, complaints made by DSS or by DPH regarding violations by any of the listed hotels, of Building, Electrical, Plumbing, Mechanical and Housing Codes within three (3) working days.
4. Take necessary action to abate violations.
5. Report promptly to DSS instances where notices to correct "serious and imminent hazards" have not been abated within 48 hours.
6. Report DPW Orders of Abatement against any of the listed hotels, to DSS promptly upon issuance.

The San Francisco Fire Department agrees to:

1. Address referred complaints made by DSS, DPH, or DPW regarding any of the listed hotels. The SFFD will notify DSS of findings.
2. Investigate within three (3) working days complaints made by DSS or by DPH regarding violations by any of the listed hotels, of Building and Fire Codes. The SFFD will notify the DSS of the action taken.

MEMORANDUM OF UNDERSTANDING

- 5 -

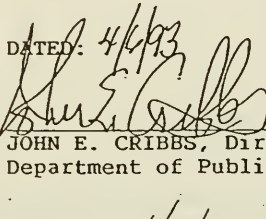
3. Take appropriate action to abate violations.
4. Notify DSS promptly of instances where notices to correct violations of "serious and imminent hazards" have been issued.
5. Report Orders to Abate Fire Hazard against any of the listed hotels to DSS promptly upon issuance.

DATED:

 4/6/93

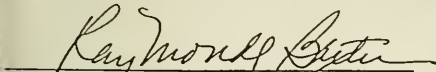
BRIAN CAHILL, General Manager
Department of Social Services

DATED:

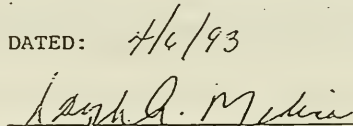
4/6/93


JOHN E. CRIBBS, Director
Department of Public Works

DATED:


RAYMOND BAXTER, Director
Department of Public Health

DATED:

4/6/93

JOSEPH MEDINA, Chief
San Francisco Fire Dept.

2111H

City and County of San Francisco

Department of Social Services

Brian F. Cahill
General ManagerMichael Hancock
Acting Assistant General ManagerJohn R. Vora
Assistant General Manager

4/14/93

Dear Hotel Owner/Operator:

This letter is to reiterate this Department's minimum standards and expectations regarding what is to be available to all the people referred to your hotel by this Department.

We expect that every hotel will provide:

1. a pillow and mattress that are clean and in good repair with the mattress on a bed frame off of the floor;
2. clean linen to include 2 sheets, 1 blanket, and a pillow case. The sheets and pillow case must be changed weekly or with each new occupant;
3. windows in good repair with clean coverings;
4. showers and bathrooms in rooms or in common areas to be equipped with hot and cold running water with fixtures that are in good repair;
5. an effective pest control service monthly, or as directed by the Department of Public Health, to eliminate cockroaches and rodents from the premises;
6. rooms that are swept and cleaned weekly, or before each new occupant moves in;
7. room doors that work and which have functioning locks;
8. access to the hotel common areas and individual rooms as necessary for inspectors from Bureau of Building Inspections (DPW), Department of Public Health, and Fire Department.

The inspectors from Public Health will inspect each hotel at least monthly. Inspectors from Public Works will make a joint inspection with Public Health at least once every three (3) months. A Fire Inspector will inspect as required.

In addition, hotel owners/operators must attend a training seminar given by Department of Public Health on the maintenance of the hotels. You will be notified of the date, time and location of this seminar.

If you have any questions, please call Bob Gill at 558-4771.

Thank you.

Sincerely,

Dorothy Enisman

Dorothy Enisman, Director
Emergency Housing and
General Assistance Programs

cc: Brian Cahill, General Manager, DSS
John Vera, Asst. General Manager, DSS
Bobbie Rifkin, Section Manager, Emergency Housing Program
Bob Gill, Supervisor, Emergency Housing Program Program

City and County of San Francisco

Department of Public Works

Deputy Director, Public Services



PROGRESS REPORT IMPROVEMENTS TO CODE ENFORCEMENT

- The Bureau of Building Inspection and the Department of Public Health have completed room by room inspections of half of the twenty six hotels utilized by the Department of Social Services for housing people who receive assistance from the City. Notices of Violation have been issued to repair code deficiencies. Hotel owners have begun making repairs.
- A Memorandum of Understanding has been developed defining how Social Services, Public Health, Public Works, and the Fire Department will work together to enforce codes related to the hotels.
- \$120,000 has been sent to the City Attorney to pay for two additional attorneys to prosecute the 300 code enforcement cases currently in the City Attorney's office.
- Funds have been sent to the Department of Public Health to pay for an additional health inspector to inspect hotels for code compliance.
- The Bureau of Building Inspection has received authorization to fill three vacant inspector positions and three vacant clerical positions. These positions will be used to reduce the code enforcement backlog. Once the backlog is abated, these positions will be eliminated through attrition. While the positions are being filled, several inspectors have been reassigned from other areas to inspect hotels.
- The Bureau of Building Inspection has begun working with the City Attorney to simplify the existing code enforcement process.
- Since January 1, 1993, BBI has taken the following actions in code enforcement:

Complaints received	1,124
Complaints abated	685
Superintendent's Hearings	394
Director's Hearings	232
Referred to Franchise Tax Board	150

Item 5 - File 165-93-4

Note: This item was continued by the Government Efficiency & Labor Committee at its meeting of May 5, 1993.

Item: Motion directing the Budget Analyst to conduct a management audit of the San Francisco Water Department.

Description: According to the proposed motion, the Budget Analyst is being directed to conduct an independent and comprehensive management audit of the City's Water Department.

Comments: 1. The proposed management audit is estimated to cost \$106,288 based on 1,600 hours to complete the audit at the Budget Analyst's average hourly rate of \$66.43. If approved, this audit would be started in late 1993 or early 1994.

2. This management audit would include but not be limited to the following areas:

- Organizational structure;
- Staffing;
- Preventive maintenance of equipment;
- Evaluation of administrative and financial controls;
- Compliance with applicable State and Federal laws as well as City Charter and Administrative Code provisions;
- Purchasing;
- Inter-departmental coordination;
- Development and administration of water rates.

3. No additional funds would be requested to conduct this management audit since this audit would be completed within the existing budget of the Office of the Budget Analyst as authorized by the Board of Supervisors.

Recommendation: Approval of the proposed motion is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 6 - File 39-93-1

1. This item is a hearing to consider transmitting the 1992-93 Civil Grand Jury Reports of the City and County of San Francisco. This hearing concerns two reports released by the 1992-93 Civil Grand Jury, as follows:

<u>Department</u>	<u>Report Title</u>	<u>Date Released</u>
Public Utilities Commission	Public Utilities Commission Reorganization	March 9, 1993
Sheriff	Update on Tuberculosis in the S. F. County Jails	March 17, 1993

2. The Civil Grand Jury's recommendations included in their report entitled Public Utilities Commission Reorganization are as follows:

- The Mayor should take the actions necessary to abolish the Public Utilities Commission and reorganize the City water management and transportation functions. To accomplish these ends, San Francisco charter amendments and code revisions are required.
- The Board of Supervisors should direct the Budget Analyst to determine the administrative costs, and management and personnel savings of the changes recommended in the next three recommendations below. (Such analysis should not be the responsibility of the PUC Finance bureau).
- The reorganization by the Mayor should result in two commissions and five departments:

Water Management Commission

(This will replace the current Public Utilities Commission.)

Hetch Hetchy Water and Power

Water Department

Auxiliary Water Supply System (from the Fire Department)

Clean Water Program (from Department of Public Works)

all water treatment functions including reclamation and administrative support

Transportation Commission

(This will replace the current Parking and Traffic Commission)

Municipal Railway

including Transit/Motive Power Division, which should be funded by Muni

Department of Parking and Traffic

- The Mayor should abolish all positions under the PUC General Manager's staff (including the General Manager and the position being used for

BOARD OF SUPERVISORS
BUDGET ANALYST

Deputy General Manager) except the Commission Secretary (Administrative Secretary), one Executive Secretary and two Clerk Typist positions. The four positions should become the Water Management Commission administrative staff. The Transportation Commission should have the same minimum level of administrative support. Department General Managers should report directly to the Commissions.

- Personnel from the PUC bureaus and administration should be integrated into the departments. The Energy Conservation Bureau should be assigned to Hetch Hetchy Water and Power. The PUC security positions should be eliminated and the functions transferred to the departments. The claims function should be centralized under the City Attorney. The position of Manager, Utilities Engineering should be abolished.
- The Joint Task Force to Resolve the City's Fiscal Crisis should consider this plan as a structure for reorganizing of the PUC.

3. The Civil Grand Jury's recommendations included in their report entitled Update on Tuberculosis in the S. F. County Jails are as follows:

- The Department of Public Health and the Sheriff's Department should continue to work cooperatively in expediting solutions to the remaining obstacles for expansion and permanent operation of a comprehensive tuberculosis program for the jails.
- With competent and dedicated staff in place for coordinating, implementing, and maintaining the screening program, the Department of Public Health and the Sheriff's Department should seek and act upon input from these staff members in matters related to program operations and staffing needs.
- The Sheriff's Department is to be commended for starting its employee tuberculosis testing program and should continue to consider this program a priority for the well-being of personnel, particularly those who are high-risk.

Comments

1. As required by State law, the Board of Supervisors is required to submit comments on the Civil Grand Jury reports to the Presiding Judge of the Superior Court who impaneled the Civil Grand Jury. The Clerk of the Board has requested responses from the subject departments. The departments' responses are in the file.

2. The Civil Grand Jury Reports do not include cost estimates for implementing their recommendations.

Item 7 - File 27-93-9

Department: San Francisco International Airport

Item: Ordinance approving Modification No. 6 of the Lease and Use Agreement between USAir, Inc., and the City and County of San Francisco, acting by and through its Airports Commission.

Description: The existing lease with USAir, Inc. is for a 30-year term from July 1, 1981 to June 30, 2011.
with other airlines.

The proposed ordinance would modify Section 203 of the Airport Lease and Use Agreement between USAir, Inc. and the City which concerns the terminal area space at Boarding Area "A" in the South Terminal Building. Specifically, the proposed ordinance would modify the square footage stipulated in the lease to the measurements of the space actually being leased by US Air Inc. Section 2.3 of the lease agreement for the lease of various categories of space by US Air Inc. would be amended to add a net of 226 square feet, as follows:

South Terminal/Boarding Area "A"

	<u>Square Feet</u>		
<u>Exclusive Use Areas</u>	<u>Current</u>	<u>Proposed</u>	<u>Change</u>
Category I	19,343	19,732	389
Category II	9,632	9,075	(557)
Category III	11,452	12,022	570
Category IV	<u>0</u>	<u>202</u>	<u>202</u>
Subtotal Square Feet	40,427	41,031	604

	<u>Square Feet</u>		
<u>Joint Use Areas</u>	<u>Current</u>	<u>Proposed</u>	<u>Change</u>
Category II	14,597	14,489	(108)
Category IV	<u>19,959</u>	<u>19,689</u>	<u>(270)</u>
Subtotal Square Feet	34,556	34,178	(378)

Total Square Feet	226
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The lease defines Airport space categories as follows:

Category I	Ticket Counters and Hold Rooms (waiting areas by gates)
Category II	Ticket Counter Back Offices, VIP Clubs, Baggage Claim Lobbies

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
May 19, 1993 Government Efficiency and Labor Committee Meeting

Category III	Administrative and Operations Offices (basement level)
Category IV	Baggage Handling Areas
Exclusive Use Areas	Spaces which are exclusively occupied by USAir, Inc.
Joint Use Areas	Spaces which USAir, Inc. shares with other airlines

The proposed resolution would also modify Section 402 of Article IV of the Agreement which describes the monthly rent which USAir, Inc. pays to the City. The proposed modifications of Section 402 are as follows:

Monthly Rent

Exclusive Use Areas

	<u>Rent Per</u>	<u>M o n t h l y R e n t</u>		
	<u>Square Foot</u>	<u>Current</u>	<u>Proposed</u>	<u>Change</u>
Category I	\$44.35	\$857,862	\$875,114	\$17,252
Category II	33.26	320,360	301,835	(18,525)
Category III	22.18	254,005	266,648	12,643
Category IV	11.09	0	2,240	2,240
Subtotal		\$1,432,227	\$1,445,837	\$13,610

Monthly Rent

Joint Use Areas

	<u>Rent Per</u>	<u>M o n t h l y R e n t</u>		
	<u>Square Foot</u>	<u>Current</u>	<u>Proposed</u>	<u>Change</u>
Category II	\$33.26	\$485,496	\$481,904	(\$3,592)
Category IV	11.09	221,345	218,351	(2,994)
Subtotal		\$706,841	\$700,255	(\$6,586)
Total		\$2,139,068	\$2,146,092	\$7,024

Comments:

1. Modification No. 6 of the Lease and Use Agreement between USAir, Inc. and City and County of San Francisco was adopted on April 6 1993, by Airports Commission Resolution No. 93-0076.
2. As reflected above, the proposed modification to USAir, Inc.'s lease would result in increased revenue of \$13,610 from USAir's lease of "exclusive use areas" and decreased revenue of \$6,586 from USAir's lease of "joint areas" which would result in a net annual revenue increase to the City from of \$7,024.
3. The proposed amended annual revenues payable to the Airport by USAir, Inc. would have an effective date of March

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1, 1993. The increased annual revenue would accrue to the Airport's Unappropriated Surplus. Mr. Robert Rhoades, Director of Airport Properties states that although USAir, Inc. has occupied an additional 604 sq. ft. in the "exclusive use areas" and a decreased space of 378 sq. ft. in the "joint use areas" which results in a net increase of 226 sq. ft. for several months, the Airport is not charging for the use of such space prior to March 1, 1993 because the exact date of the use of the space by USAir, Inc. is not known.

4. However, the attached letter from Ms. Gittens pertaining to similar modifications with the other airlines at the Airport explains that there are no revenue implications to the Airport regardless of the effective date.

Recommendation: Approve of the proposed ordinance.

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May 6, 1993

Honorable Terence Hallinan, Chair
and Members
Government Efficiency and Labor Committee
Board of Supervisors
Room 235, City Hall
San Francisco, CA 94102

Subject: Modification of Northwest Lease No. 82-0119 and Alaska Lease No. 82-0314

Dear Supervisor Hallinan and Members:

The Budget Analyst has raised questions regarding the effective date and revenue implications of the Modification of the aforementioned Leases approved by Airports Commission Resolution Numbers 93-0075 and 93-0074 respectively. The Airport chose an effective date of April 1, 1993 for the following reasons:

- There are no revenue implications to the Airport regardless of the effective date. The adjustments that are now being addressed only affect the way the Terminal costs are being spread among the airlines using the Complex.
- As the audit uncovered, while one airline may have been underbilled, as in the case of Northwest, another airline was overbilled as will be evident when the Modification of Delta Lease No. 82-0115 is forwarded for approval.
- Original measurements were, in many instances, drawn from construction drawings and did not reflect the final "as built" measurements. The field audit corrected this.

I trust that this satisfactorily covers the questions that have been raised.

Very truly yours,

Angela Gittens
Deputy Director of Airports
Business and Finance

Item 8 - File 47-93-3

Department: Real Estate Department

Item: Ordinance approving and adopting the Polk-Bush Garage commercial lease legal documents and authorization for lease agreement.

Description: The proposed ordinance would approve the Polk-Bush Garage Commercial Lease Agreement.

The Polk-Bush Garage was recently completed on April 30, 1993. It is located at the southeast corner of Polk and Bush Streets. The proposed commercial lease agreement provides for the lease of a currently unoccupied 3,700 square feet of commercial space on the first floor of the Polk-Bush Garage. The first floor commercial space would have one tenant which would be selected through a competitive bidding process with a minimum bid of \$1.70 per square foot per month or \$6,290 per month (\$75,480 annually).

In addition to the monthly rental payments, the proposed lease agreement would require the tenant to pay the City a percentage rent equal to 6 percent of the tenant's gross receipts in excess of \$324,000 per quarter. Gross receipts include the gross selling price of all merchandise or services sold, leased, licensed or delivered in or from the premises. The proposed lease would require the tenant to pay the City the percentage rent quarterly.

The proposed lease documents provide for a monthly credit against the monthly rent for the cost of constructing and installing tenant improvements. The credit would be up to \$1.50 per square foot per month for a maximum of 24 months (\$5,550 per month, \$66,600 per year or \$133,000 for the 24 month period). The 3,700 square foot rentable space currently has bare concrete floors, unpainted walls, no ceiling and no light fixtures. Tenant improvements would include installing floor coverings, light fixtures, a hanging ceiling and painting the walls. The tenant would be responsible for all costs of tenant improvements, at no cost to the City except for the rent credit, even if the costs of tenant improvements exceed the \$133,000 maximum rent credit amount.

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The proposed lease has a five-year term and provides the tenant with the option to extend the lease for two additional 5 year terms. When the option to extend the lease is exercised, the proposed lease agreement provides that the monthly rent would be subject to an adjustment equal to the Consumer Price Index (CPI) but no more than 7% and no less than 3%.

Comments:

1. Mr. Larry Jacobson of the Real Estate Department states that the potential uses for the 3,700 sq. ft. space would be subject to the approval of the Board of Supervisors and the Parking Authority.

2. Mr. Jacobson estimates that it may be two or more years before the tenant's income would be sufficient (over the \$324,000 minimum per quarter) to require payment of the percentage of gross receipts rent.

3. Mr. Jacobson states that is difficult to forecast the estimated City revenue from the percentage rent since the amount of percentage rent is subject to both inflation and the level of commercial sales which must exceed \$324,000 per quarter before any rent would be paid.

4. Mr. Jacobson indicates that the 3,700 square feet space is nothing more than a shell with a bare concrete floor, unpainted walls, no ceiling and no lighting fixtures. Mr. Jacobson states that the rent credit for the first two years of the lease would allow the tenant to make the necessary tenant improvements. The provision of rent credit for tenant improvements is designed to make the proposed lease package more attractive to potential tenants. According to Mr. Jacobson, similar commercial spaces consisting of only unimproved shells, that the Real Estate Department has tried to lease in the past, have remained vacant for up to two years resulting in lost revenue for the City.

5. The award of the lease to the highest bidder must be approved by the Board of Supervisors under separate, future legislation.

Recommendation: Approve the proposed ordinance.

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Item 9 - File 97-93-23

Department: Department of Parking and Traffic (DPT)

Item: Ordinance amending the San Francisco Administrative Code by adding Section 1.41 thereof, relating to hold harmless agreements between the Department of Parking and Traffic and governmental agencies for receipt of transportation grant funds.

Description: The proposed ordinance would amend Chapter 1 of the San Francisco Administrative Code titled General Provisions, by adding a new section, Section 1.41 - Hold Harmless Agreements Between the Department of Parking and Traffic and Governmental Entities For Receipt Of Transportation Grant Funds.

The DPT reports that it regularly applies for and receives transportation improvement grants from State and Federal governmental agencies. In order to receive funds from such grants, the DPT is often requested to enter into hold harmless agreements with the granting agencies which hold such agencies harmless from any claims that may result from the work performed by the DPT using funds from the grants.

Currently, Board of Supervisors approval is required whenever a hold harmless agreement is included in a grant agreement, on an individual agreement basis.

The proposed new Section 1.41 of the Administrative Code would allow DPT to enter into grant agreements including hold harmless agreements which provide that the grantor be held harmless from claims that may result from the work performed by the DPT using funds from the grant, without obtaining Board of Supervisors approval for each individual hold harmless agreement. However, each individual hold harmless agreement would be individually approved by the City Attorney.

Comments:

1. Mr. Bond Yee of the DPT advises that the purpose of the proposed ordinance is to streamline the transportation grant process. When the DPT receives grant monies, phrasing appears in the contracts which hold the agencies harmless against claims that may result while using the monies. Therefore, DPT is requesting blanket authorization from the Board of Supervisors regarding such hold harmless agreements while continuing to have City Attorney approval for each individual hold harmless agreement.

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2. The City Attorney's Office has determined that the proposed ordinance provides adequate safeguards for the City pertaining to all hold harmless agreements that include the provision that the grantor be held harmless from claims arising from the work performed by the DPT using the grant funds, and that these hold harmless agreements will be individually approved by the City Attorney. Any hold harmless agreements which are unusual or significantly different from the standard provision, as determined by the City Attorney, would be separately approved by the Board of Supervisors.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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Items 10 and 11 - Files 105-93-2 and 105-93-3

Department: Mayor's Office, Employee Relations Division
 Fire Department
 Police Department

Items: Ordinances approving the provision of health benefits to the unrepresented classifications of a) Fire Department Chiefs (0140 Chief of Department and 0150 Deputy Chief) equal to those provided to the H2 Firefighter classification and b) the Police Chief (0390 Police Chief) equal to those provided to Q2 Police Officer classification, on the signing of waivers by the Chiefs regarding the 1990-91 wage freeze.

Description: The Employee Relations Division indicates that currently the Fire Department 0140 Chief of Department and 0150 Deputy Chief and the Police Department 0390 Police Chief are not authorized to receive the same health benefits as Firefighters and Police Officers, respectively. A comparison of the City's monthly costs in fiscal year 1992-93 for health benefits for the subject Fire Department and Police Department classifications is as follows:

	H2 Fire- fighter and Q2 Police Officer	Fire Department 0140 Chief of Department, 0150 Deputy Chief and Police Department <u>0390 Police Chief</u>	<u>Current</u>	<u>Proposed</u>
Basic City Contribution	\$1,959		\$1,959	\$1,959
City Contribution Toward Dependent Coverage	<u>75</u>		<u>0</u>	<u>75</u>
Total Monthly City Cost	\$2,034		\$1,959	\$2,034

In order to obtain the benefits of the proposed ordinance, the Fire Department 0140 Chief of Department and 0150 Deputy Chief and the Police Department 0390 Police Chief employees must have signed and submitted a waiver regarding the 1991-92 (see Comment 4, below) wage freeze by January 1, 1993. The Fire Department 0140 Chief of Department and 0150 Deputy Chief and the Police Department 0390 Police Chief employees are currently included in a class-action lawsuit against the City challenging the validity of the City's 1991-92 wage freeze. By

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signing the waiver, the Fire Department 0140 Chief of Department and 0150 Deputy Chief and the Police Department 0390 Police Chief employees waive any claims against the City that the class (including the Fire Department 0140 Chief of Department and 0150 Deputy Chief and the Police Department 0390 Police Chief) might obtain as a result of the lawsuit.

Comments:

1. Currently there is one Fire Department employee in the 0140 Chief of Department classification, one Fire Department employee in the 0150 Deputy Chief classification and one Police Department employee in the 0390 Police Chief classification. The cost of authorizing increased health benefits for these three employees for Fiscal Year 1992-93 would be \$2,700 (\$75 per month for 3 Chiefs for 12 months). Because the City's contribution toward dependent health coverage is due to increase by \$75 per month from \$75 to \$150, beginning July 1, 1993, the fiscal year 1993-94 cost resulting from the proposed ordinances will be \$5,400 for these three positions.

2. In order to obtain the benefits of the proposed ordinance, the Fire Department 0140 Chief of Department and 0150 Deputy Chief and the Police Department 0390 Police Chief must have signed and submitted waivers regarding the 1991-92 wage freeze by January 1, 1993. Mr. Carl Bunch of the Employees Relationship Division reports that the required waivers were submitted in accordance with this requirement.

3. Mr. Bunch indicates that due to an error in processing the City's payroll, the three Chiefs have actually been receiving the \$75 City contribution toward dependent health coverage since July 1, 1992. Therefore, the proposed ordinances should be amended to ratify actions previously taken.

4. The reference to the 1990-91 wage freeze in the title of the proposed ordinances is an error. The wage freeze waiver pertains to the wage freeze of 1991-92. The proposed ordinances should be amended to change the fiscal year referenced in the title from 1990-91 to 1991-92.

Recommendations:

1. Amend the proposed ordinances at line 5 of the titles to refer to the wage freeze of 1991-92, instead of to the wage freeze of 1990-91 as discussed in Comment 4. Also amend the proposed ordinances to ratify action previously taken as discussed in Comment 3.

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2. Approval of the proposed ordinances to authorize health benefits to the Fire Department 0140 Chief of Department and 0150 Deputy Chief and the Police Department 0390 Police Chief that are equal to the health benefits of the H2 Firefighter and Q2 Police Officer classifications, respectively, resulting in a total of \$2,700 in increased costs for Fiscal Year 1992-93 and \$5,400 for Fiscal Year 1993-94 is a policy matter for the Board of Supervisors.

Item 12 - File 103-93-1

Department: Civil Service Commission

Item: Communication transmitting Civil Service Commission Report No. 2095-93, Salary Standardization for Registered Nurses, certifying to the Board of Supervisors the highest prevailing maximum salary schedule for acute care nurses granted by a collective bargaining agreement in the six Bay Area counties as of April 15, 1993 and such other information as is required by Charter Section 8.403.

Description: Charter Section 8.403 requires the Civil Service Commission to certify to the Board of Supervisors the highest prevailing annually maximum salary for acute care staff nurses in effect on April 15 in the public and private sectors in the Counties of Alameda, Contra Costa, Marin, San Mateo, San Francisco, and Santa Clara. The salaries paid to Registered Nurses by San Francisco may not exceed this maximum salary level.

Based on the certification of the highest prevailing maximum salary, Section 8.403 of the Charter requires that the Board of Supervisors fix a salary schedule by June 1 for Registered Nurse classifications. Section 8.403 also permits the Board of Supervisors to provide additional conditions and benefits of employment, including health and dental benefits.

Comments:

1. The City and the Nurses have entered into a two-year (May, 1992 through April, 1994) Memorandum of Understanding (MOU). Under the terms of this MOU, the proposed 1993-94 maximum hourly salary rate for City Registered Nurses is \$28.39, a \$1.35, or 5 percent increase over the currently 1992-93 maximum hourly salary rate of \$27.04. Based on 2,080 hours worked per year, the annual salary cost at the \$28.39 hourly rate would be \$59,051.

2. According to Mr. Bill Gill of the Employees Relations Division, the following 17 classifications would receive a five percent increase in 1993-94 over 1992-93 salaries:

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<u>Staff Nurses</u>	<u>Current Maximum Salaries</u>	<u>Proposed Maximum Salaries</u>
2320 Registered Nurse	\$27.04	\$28.39
2323 Clinical Nurse Specialist	32.76	34.40
2330 Anesthetist	43.25	45.41
2340 Operating Room Nurse	27.04	28.39
2830 Public Health Nurse	32.76	34.40
2328 Nurse Practitioner	32.61	34.24
P-103 Per Diem Nurses	31.85	33.44
<u>Supervisory Nurses</u>		
2322 Head Nurse	36.15	37.96
2324 Nursing Supervisor	38.70	40.64
2326 Nursing Supervisor Psychiatric	38.70	40.64
2342 Head Nurse, Surgery	36.15	37.96
2344 Chief of Surgery Nurse	45.89	48.18
2350 Instructor of Nursing	38.70	40.64
2352 Asst. Director of Nursing Education	45.89	48.18
2366 Asst. Director of Nurses, Laguna Honda Hospital (LHH)	45.89	48.18
2368 Asst. Director of Nurses, San Francisco General Hospital (SFGH)	45.89	48.18
2832 Supervising Public Health Nurse	42.66	44.79

The salary rates for five unrepresented classifications of nurses not covered by the MOU (2369 Director of Nurses LHH, 2370 Director of Nurses SFGH, 2394 Central Processing and Distribution Supervisor, 2833 Public Health Nursing (PHN) Administrator, and 2836 Director, PHN,) would be frozen at the 1992-93 level.

3. The maximum hourly salary rate for Registered Nurses certified by the Civil Service Commission effective April 15, 1993 is \$29.51 per hour paid by Stanford University Hospital, which represents approximately a six percent salary increase for the Stanford University Nurses.

The maximum hourly salary rate of \$29.51 paid by Stanford University Hospital, as certified by the Civil Service Commission, is \$1.12 or approximately four percent higher than the City's 1993-94 proposed maximum hourly salary rate of \$28.39.

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4. According to Mr. Gill, nursing employees receive, in general, higher levels of fringe benefits than Miscellaneous employees, including paid health benefits for dependents, more salary steps, higher standby pay, and higher shift differentials.

5. If the proposed salary increases are approved, these increases in salary rates and related benefits for Nurses is estimated to cost the City \$5.237 million according to Mr. John Madden, Chief Deputy Controller.

Items 14 and 15 - Files 172-93-19 and 172-93-19.1

Departments: Public Utilities Commission (PUC)
Real Estate Department

Items: Item 14 - File 172-93-19 - Resolution authorizing execution of certain real property license agreements necessary to monitor and minimize potential construction effects of the Muni Metro Turnback Project on the buildings along the east side of Steuart Street between Mission and Howard Streets, located on Assessor's Block 3715, Lots 1 to 7 and 13.

Item 15 - File 172-93-19.1 - Resolution granting approval of and authorization to execute a license agreement with owners of seven buildings along Steuart Street between Mission and Howard Streets.

Description: The PUC reports that the Muni Metro Turnback Project is scheduled to commence June 1, 1993. The Project, which has an estimated cost of \$202 million, would (1) improve Muni Metro subway operations by providing an improved underground turnaround and train storage facility just east of the existing Embarcadero Station under Justin Herman Plaza and (2) bring Muni Metro service to the surface at the intersection of Folsom and Steuart Streets to provide Metro service along the South Embarcadero and King Street corridors to Mission Bay.

The PUC advises that the underground facilities for the Muni Metro Turnback Project will be adjacent to seven buildings on Steuart Street between Mission and Howard Streets. According to the PUC, although state-of-the-art methods will be used throughout the construction of the Turnback, the required excavation work has the potential to cause ground disturbance in the area that could possibly affect the seven buildings on Steuart Street. As such, the PUC advises that, during the design phase of the Project, a program was developed that specified methods to monitor ground movements, and prevent structural damage to the buildings. This monitoring and preventive program is to be performed by Bechtel Corporation, the Project's construction contractor. In order to conduct such building monitoring and preventative work, the City requires permission from the subject building owners in the form of a real property license agreement.

The proposed resolution (File 172-93-19) would authorize the Director of Property and the General Manager of the PUC's Utilities Engineering Bureau to execute a real property

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license agreement with the seven building owners. The proposed license agreement contains a hold harmless clause which requires approval by the Board of Supervisors. The hold harmless clause provides that the City must indemnify, defend, reimburse and hold harmless from damage, loss, cost, expense, liability or claim arising out of the negligence of itself or its consultants or contractors, resulting from the construction of the project, including, without limitation, reasonable attorneys, and other consultants fees and expenses. This hold harmless clause has been approved by the City Attorney's Office. The Real Estate Department advises that no license fee would be charged for the proposed license agreements.

Comments:

1. The PUC advises that the proposed resolution (File 172-93-19.1), which is duplicative of File 172-93-19, was erroneously submitted to the Board of Supervisors and therefore should be tabled.
2. The Real Estate Department reports that the final draft of the proposed license agreement has been completed by the Department and has been transmitted to the building owners for review and execution.

Recommendations:

1. Approve the proposed resolution to authorize the Director of Property to execute a license agreement with the building owners (File 172-93-19), with the exception of the hold harmless clause. Approval of the hold harmless clause is a policy matter for the Board of Supervisors.
2. Table the proposed resolution (File 172-93-19.1) as requested by the PUC.

Item 16 - File 172-93-20

Department: Public Utilities Commission (PUC)
Municipal Railway

Item: Resolution approving a construction agreement with the Bay Area Rapid Transit (BART) District for the Municipal Railway (MUNI) Metro Turnback Project and authorizing the City to indemnify BART for work associated with that agreement.

Amounts:	Up to \$100 million General Liability coverage per incident for both the City and BART	\$7,626,600
	BART staff and maintenance costs	<u>605,800</u>
	Total Costs	\$8,232,400

Source of Funds: U. S. Federal Transit Administration (FTA) at 65 percent and State and regional matching funds at 35 percent.

Background: The Municipal Railway (MUNI) Metro Turnback Project would provide for an improved underground train switching and storage facility east of the existing Embarcadero Station at the foot of Market Street. In addition, the MUNI Metro Turnback Project would provide an extension of the subway to the surface at Folsom Street where the trackway will connect with the MUNI Metro Extension project that will provide a regional rail transit link to connect the CalTrain depot at 4th and Townsend Streets with BART at the Embarcadero Station.

The twin tunnel sections of the MUNI Metro Turnback will be constructed adjacent to the Bay Area Rapid Transit (BART) transbay tubes east of the Embarcadero Station. Construction of the Turnback also requires modification of the BART ventilation shaft at the Embarcadero Station, and access to the BART tunnels and other station facilities. Under the terms of the 1988 grant agreement with BART, in accordance with which BART will provide \$15 million for construction of the MUNI Metro Extension Project, the City is required to enter into an Agreement with BART to set forth the conditions, obligations and financial arrangements under which related project construction activities in and adjacent to BART facilities will be conducted.

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Description: The proposed resolution would approve a construction agreement between the City and BART that: (1) defines the responsibilities and liabilities of the City and BART during the construction of the MUNI Metro Turnback Project; (2) sets forth insurance and indemnification provisions; and (3) defines the procedures and approvals required for access to BART facilities, changes to construction plans and methodology, and disputes resolution.

(1) With respect to responsibilities and liabilities, the City agrees to be solely responsible and liable for the design and construction of the MUNI Metro Turnback Project including any damage or loss of revenue to adjacent BART facilities. In turn, BART will have no responsibility for the project and their liability would be limited to any damage caused by their sole negligence.

(2) With respect to specific insurance and indemnification provisions, the City will maintain throughout the project's construction general liability insurance with limits of at least \$100 million and use its best efforts to increase the limits to \$200 million. The City also agrees to maintain the General Liability policy of the Owner Controlled Insurance Program (OCIP) throughout project construction. The OCIP includes (1) workers' compensation with employers' liability limits of \$2 million and various extensions of coverage for all categories of anticipated employment classifications with a waiver of subrogation in favor of BART, (2) professional liability for the design consultants with limits of \$40 million, and (3) builders' risk on an all-risk form for the completed value of construction with a sub limit of \$25 million on earthquake damage.

The specific premium costs for the general liability insurance for the subject contract paid for with Federal, State and regional matching funds are as follows:

Primary Tier \$0 - \$2 Million	\$4,190,040
Secondary Tier \$2 Million - \$100 Million	<u>3,436,560</u>
Total premium costs	\$7,626,600

(3) The City and BART also agree to allow each other access to their property with reasonable notice so long as revenue operations are not disrupted. The subject agreement also establishes a Project Liaison for each of the parties who is vested with the authority to approve changes to the design documents or construction methods, and to resolve disputes.

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Further, the subject agreement establishes a cost reimbursement plan that compensates BART for staff and maintenance costs incurred as a result of project construction, in an amount not to exceed \$605,800 as follows:

<u>Anticipated Date of Payment</u>	<u>Amount</u>
Within 45 days after execution of this Agreement	\$112,850.00
September 30, 1993	42,868.75
December 31, 1993	42,868.75
March 31, 1994	42,868.75
June 30, 1994	42,868.75
September 30, 1994	42,868.75
December 31, 1994	42,868.75
March 31, 1995	42,868.75
June 30, 1995	42,868.75
Contingency	<u>150,000.00</u>
Total	\$605,800.00

If there are changes to the project work that affect BART facilities and result in additional work, the subject agreement can be amended to increase the current cost reimbursement plan total of \$605,800.

Comments:

1. Board of Supervisors approval of the subject agreement is provided under Section 895.4 of the State of California Government Code which requires local governmental approval of indemnification agreements between the City and other public entities. Mr. Keith Grand, CAO Risk Manager, advises that the potential cost of such indemnification cannot be estimated and therefore not budgeted by MUNI.
2. However, the proposed contract sets high insurance limits that, according to Mr. Keith Grand, CAO Risk Manager, should cover any claims that might occur as the result of the BART facilities and personnel being involved in the construction of the MUNI Metro Turnback Project. Mr. Grand advises that any joint negligence resulting from the actions of MUNI or BART in the construction of the MUNI Metro Turnback Project would most likely be covered by the insurance provisions of this BART Construction Agreement. Further, Mr. Grand advises that extending the liability coverage to include BART does not affect the total cost of the premiums.

3. Mr. Grand also reports that, in the past, the Board of Supervisors has approved other construction agreements in which the liability insurance has been extended to cover entities other than the City, e.g. Moscone Center construction contract extended general liability coverage for the San Francisco Redevelopment Agency.

4. Upon execution of subject agreement, BART will provide a \$15 million grant to the City to supplement design and construction costs for the companion MUNI Metro Extension Project. As noted above, BART will only provide these funds after this proposed agreement for the MUNI Metro Turnback Project is approved. Mr. Flint Nelson of PUC advises that the \$15 million BART contribution to the companion MUNI Metro Extension Project will be made to the City because it will allow BART to gain a transit linkage to CalTrain from their terminus at 4th and Townsend Streets.

5. In summary, a total of \$8,232,400 in Federal Transit Administration (FTA) and State and regional matching funds would pay for the general liability and related BART staff and maintenance costs associated with the MUNI Metro Turnback Project, and a total of \$15,000,000 in BART funds (also FTA, State and regional matching funds) would pay for part of the design and construction cost for the companion MUNI Metro Extension Project.

Recommendation: Approve the proposed resolution.

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Item 17 - File 51-93-1

Department: Controller

Item: Resolution authorizing reimbursement for the cost of personal property of City and County of San Francisco employees damaged or stolen in the line of duty

Description: The proposed resolution would authorize reimbursement to three City employees for costs of personal property that has been either damaged or stolen while the employees have been performing their required duties as City employees.

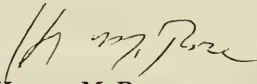
Section 10.25 of the San Francisco Administrative Code authorizes the Controller to provide reimbursement to City employees in payment of part or all of the costs of replacing or repairing equipment or property owned by the City employees which has been damaged or destroyed in the line of duty without the fault of the City employees. After reviewing a claim that has been submitted by a City employee, including the Department Head's certification that the damage or loss occurred in the line of duty and that the amount certified for payment is fair and reasonable as determined by the Controller's Office, the Controller makes a recommendation for reimbursement or denial of the claim.

Four City employees submitted claims for reimbursement for the three month period ended March 31, 1993. After reviewing the four claims submitted by the City employees, the Controller's Office recommends the approval of the three claims in the total amount of \$198.50 and the denial of one claim. The Controller's listing of the claimants, amounts claimed, amounts recommended by the Controller's Office for reimbursement and the Controller's comments is attached.

Comments: The Controller's Office has certified that funds are available in the General Fund claims and judgments budget for fiscal year 1992-93 for the reimbursement of the three claims totaling \$198.50.

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Recommendation: Approve the proposed resolution.

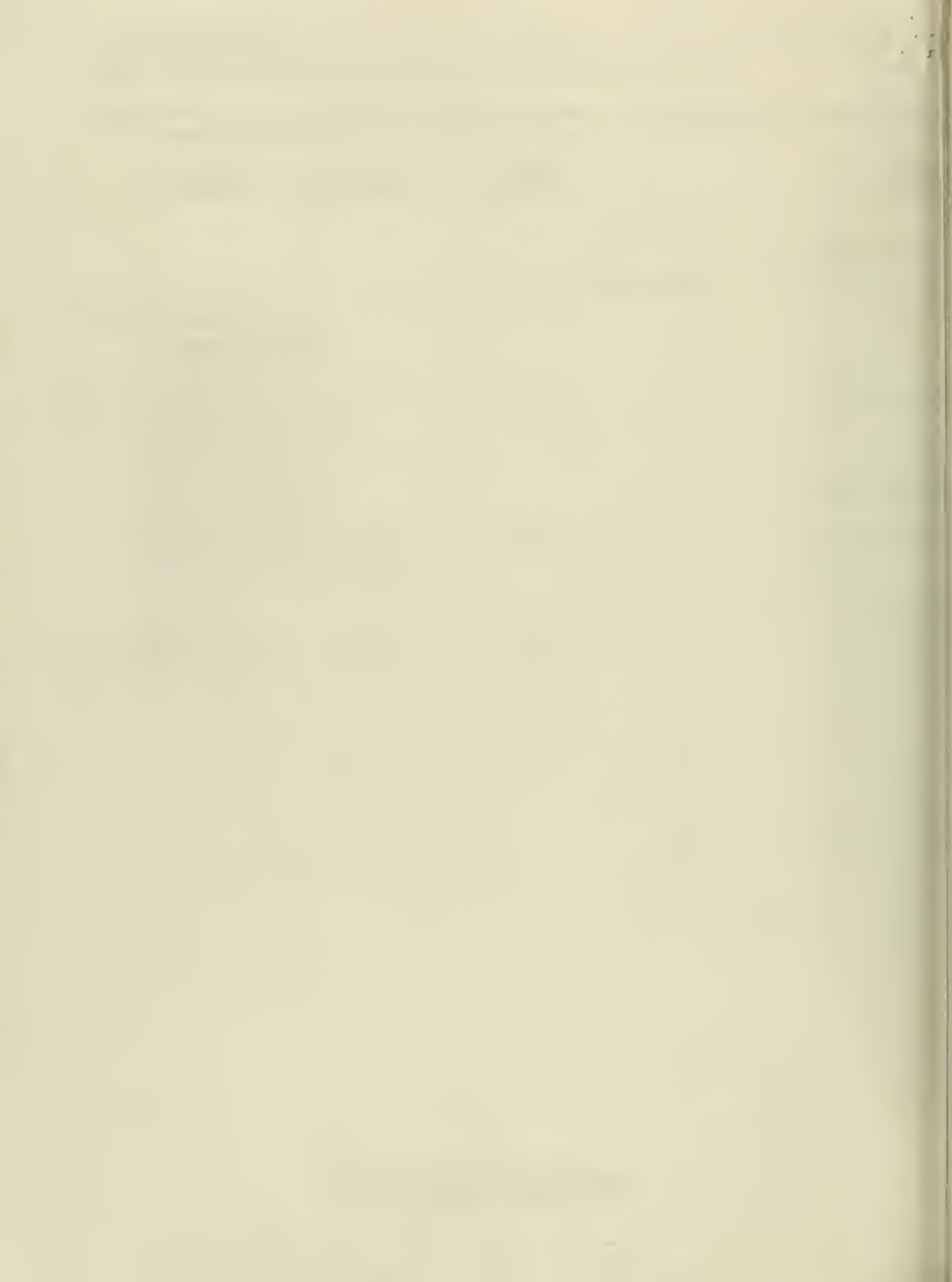


Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Bierman
President Alioto
Supervisor Achtenberg
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Barbara Kolesar
Ted Lakey

REIMBURSEMENT FOR DAMAGED OR STOLEN PERSONAL PROPERTY OF CITY EMPLOYEES

<u>Attachment</u> <u>Amount</u>	<u>Amount</u> <u>Claimed</u>	<u>Amount</u> <u>Recommended</u>	<u>Controllers</u> <u>Comments</u>
<u>Police Probation</u>			
Edwards	200.00	-0-	Deny. Loss due to contributory negligence.
Boeth Aragon	30.00	30.00	Allow \$30. Damaged in course of job duties.
<u>Station & Park</u>			
Welding	150.00	150.00	Allow \$150.00.
<u>Works</u>			
Fay	18.50	18.50	Approve. Damaged in course of job duties.



31
CITY AND COUNTY



OF SAN FRANCISCO

13
BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

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May 28, 1993

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst *Recommendations*
SUBJECT: June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 1a -File 94-93-2

Department: Public Utilities Commission (PUC)
Office of Health and Safety

Item: Resolution authorizing the General Manager, Public Utilities Commission to apply for, accept and expend funds, for the PUC Office of Health and Safety, of up to \$75,000 available from the California Department of Industrial Relations 1993 Occupational Safety and Health Training and Education Grant Program; waiving indirect costs; and providing for ratification of action previously taken.

Grant Amount: Up to \$75,000

Grant Period: November 1993 through November 1994

Source of Funds: California Department of Industrial Relations
Health and Safety Commission

Project: Occupational Safety and Health Training and Education for
Public Utilities Commission employees

Description: The proposed resolution would authorize the General Manager of the Public Utilities Commission to apply for, accept and expend an Occupational Safety and Health Training and Education Grant of up to \$75,000 for the PUC Office of Health and Safety. The proposed grant would fund

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

training and other educational activities which the PUC Office of Health and Safety administers to reduce the incidence of musculoskeletal injuries and hypertension among PUC employees.

The PUC has developed an Injury and Illness Prevention Program (IIPP) as mandated by State law. Since the Spring of 1992, the PUC Office of Health and Safety has been implementing the PUC's IIPP--including training, performing baseline inspections to identify hazards and reviewing accident reports and other activities. In the course of implementing the IIPP, several areas that need intensified attention have been identified. They include the prevention and reduction of musculoskeletal injuries and hypertension through education and other activities.

Budget:	<u>Personnel Costs</u>	<u>FTE</u>		
	Health Educator	.50	\$23,724	
	Fringe Benefits		<u>6,858</u>	
	Subtotal Personnel Costs	.50		\$30,582
	<u>Operating Costs</u>			
	Rent (\$178.50 x 12)			2,142
	Travel (\$0.24/ mile x 80 miles/week x 52 weeks)			998
	<u>Office Supplies</u>			
	Printing of Training Manuals		\$2,280	
	General Office Supplies		452	
	Postage		<u>348</u>	
	Subtotal Office Supplies			3,080
	<u>Training Materials</u>			
	Software		\$1,010	
	Videos		6,000	
	Professional Journal		500	
	Pamphlets		390	
	Presentation Notebooks (\$9/notebook x 400)		<u>3,600</u>	
	Subtotal Training Materials			11,500
	<u>Contractual Services</u>			
	Consultants (\$50/hr x 120 hrs)		\$ 6,000	
	Peer Educators (\$25/hr x 720 hrs)		<u>18,000</u>	
	Subtotal Contractual Costs			24,000

BOARD OF SUPERVISORS
BUDGET ANALYST

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<u>Other</u>	
Conference expenses	\$2,000
Workshop expenses	<u>500</u>
Subtotal Other	<u>\$2,500</u>
Subtotal Operating Costs	<u>\$44,220</u>
Total Proposed Grant	\$74,802

Required Match: \$36,073 of in-kind contributions included in PUC's proposed Fiscal Year 1993-94 budget.

No. of Persons Served: 4,000 PUC employees

Indirect Costs: Funding agency does not allow indirect costs.

Comments: 1. The cost of travel is based on an average of 80 miles per week of travel by the Health Educator and consultants from the PUC Office of Health Services to various PUC facilities within San Francisco. The estimated 80 miles of travel per week at a cost of \$0.24 per mile results in a weekly travel cost of \$19.20 or \$998 per year.

2. According to Mr. Walter Graze of the PUC Office of Health and Safety, the Occupational Safety and Health Training and Education Program includes making videotapes of at least 20 different jobs as they are being performed by PUC employees. These videotapes will be used during training sessions to enable trainees to identify the safe and unsafe ways of performing various tasks. Mr. Graze states that it will take three days of video filming at \$1,200 per day, plus \$2,400 for editing, narrative, and graphics, which results in a total video production cost of \$6,000. Ms. Arlene Eisen of the PUC Office of Health and Safety states that the \$1,200 cost of video filming per day includes the cost of hiring a director and equipment such as lights and cameras.

3. Mr. Graze states that three consultants will be contracted for technical assistance in studying how employees interact in their working environment, how employees can deal with hypertension and establishing a working plan on how the organization can be more responsive to the employees. Mr. Graze states that each of the three consultants will be selected through a Request for Proposal (RFP) process and will work for 40 hours at \$50 per hour or \$2,000 per consultant for a total of \$6,000.

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4. In addition to the three consultants, 10 Peer Review Educators will be contracted through a Request for Proposal (RFP) process to lead training sessions. Each of the 10 Peer Review Educators will work for 72 hours each at \$25 per hour which results in a total cost of \$18,000 for the 10 Peer Review Educators.
5. Mr. Graze states that neither the Consultants nor the Peer Review Educators have been selected. Therefore, the \$24,000 for the three Consultants (\$6,000) and the 10 Peer Review Educators (\$18,000) should be placed on reserve pending selection of the consultants and determination of their MBE/WBE status.
6. Ms. Eisen reports that the due date for the proposed grant was April 30, 1993. Therefore, the proposed resolution provides for ratification of action previously taken.
7. Mr. Graze reports that during the sixth month of the Project, the PUC Office of Health and Safety will hold a conference for PUC management, representatives of labor, peer educators and other Project participants to review the accomplishments of the Project and to seek the support of both labor and management for occupational health and safety training and education. The \$2,000 cost of the conference includes honoraria for speakers, refreshments, and equipment rental. Mr. Graze reports that a "sum up" workshop would be held at the end of the Project to review the accomplishments of the Project.
8. Ms. Eisen reports that 400 presentation notebooks at \$9 each which totals \$3,600 will be acquired. Ms. Eisen states that a presentation notebook is a large 24" x 36" specially lined notebook which will be used to facilitate training sessions. One presentation notebook will be supplied to each program participant.
9. The Grant Application Information Form, as prepared by the PUC Office of Health and Safety for the proposed grant, is attached.
10. The Disability Access Checklist which was prepared by the PUC Office of Health and Safety is included in the Clerk of the Board's file.

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

- Recommendation:**
1. Amend the proposed resolution to place \$24,000 on reserve pending the selection of the consultants and determination of their MBE/WBE status.
 2. Approve the proposed resolution as amended.

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Public Utilities Commission

Contact Person: Arlene Eisen Telephone: 554-8975

Project Title: Special Health Education Project to Reduce Hypertension and Musculoskeletal Injuries.

Grant Source: California Department of Industrial Relations, Health and Safety Commission.

Proposed (New/Continuation) Grant Project Summary:

The California Department of Industrial Relations, Health and Safety Commission is soliciting proposals for grant funds to support intensified training and other activities to reduce injuries and illnesses in areas identified by existing Injury and Illness Prevention Programs (IIPP). The goals of the Health and Safety Commission grant program are to encourage alternative means of developing and maintaining effective IIPP's; encourage strategies in addition to those provided or required by Cal/OSHA for providing occupational safety and health education; increase the number of employees receiving these educational services; and encourage the development of programs which include a cooperative effort between management and employees.

The PUC has developed an Injury and Illness Prevention Program as mandated by state law. Since the Spring of 1992 the Office of Health and Safety (OHS) has been implementing the PUC's IIPP. In the course of implementing the IIPP and other programs, several areas that need intensified attention have been identified. They include the prevention and reduction of musculoskeletal injuries and hypertension through education and other activities. Given budgetary restraints, the OHS staff of four -- which includes only one health educator -- cannot directly provide these educational services for all PUC employees. Funds from this grant would enable OHS to hire the staff and consultants necessary to develop institutionalized processes for providing preventative educational services on an on-going basis.

Amount of Grant Funding Applied for: \$74,802

Maximum Funding Amount Available: \$75,000

Required Matching Funds: None required, in-kind contribution encouraged

Number of Positions: Created and Funded: 0.50

Amount to be Spent on Contractual Services: \$24,000

Will Contractual Services be put out to bid? yes

Grant Application Information Form
Page 2

Term of Grant: one year

Date Department Notified of Available Funds: October 1992

Application Due Date: April 30, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Goals of the grant program include:

1. Encourage alternative means of developing, implementing and maintaining an effective injury and illness prevention program.
2. Encourage strategies in addition to those required by Cal/OSHA for providing occupational safety and health training and education programs or materials.
3. Increase the number of employees receiving occupational safety and health training and education services.
4. Encourage programs which include a cooperative effort between management and employees in attaining program objectives.

(For details see attached excerpts from California Department of Industrial Relations RFP)

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 1b - File 133-92-3.1

Department: Chief Administrative Officer

Item: Resolution authorizing the Chief Administrative Officer of the City and County of San Francisco to accept and expend \$109,067 in Household Hazardous Waste Grant funding from the California Integrated Waste Management Board (CIWMB); waiving indirect costs.

Grant Amount: \$109,067

Grant Period: August 17, 1992 through July 30, 1993

Source of Funds: California Integrated Waste Management Board

Project: Household Hazardous Waste Collection Program

Description: In September 1992, the Board of Supervisors authorized the Chief Administrative Officer (CAO) to apply for a grant not to exceed \$95,000 to fund the Household Hazardous Waste Collection Program (File No. 133-92-3). However, the CAO reports that the CIWMB has advised that the City will receive \$109,067 in grant funds for this program.

The Household Hazardous Waste Collection Program is a joint effort between the CAO's Office and the Sanitary Fill Company that allows residents to properly dispose of their household hazardous waste (paint, motor oil, and pesticides). Grant funds are awarded by the CIWMB to those counties that have implemented household hazardous waste collection programs. The proposed grant funds would reimburse the CAO's Office for public outreach and education expenses incurred as part of the City's Household Hazardous Waste Collection Program for the period August 17, 1992 through July 30, 1993.

Budget:

Direct mail piece to every household in San Francisco	\$30,000
Translation of "Garbage Cans & Garbage Can'ts" brochure into Chinese and Spanish	10,000
Transit shelter signs' "Don't Injure Your Garbage Collector" and one on the effects of illegal toxic dumping to marine life	10,000
School Curriculum	10,000

Memo to Government Efficiency and Labor Committee
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Used oil recycling point-of-purchase	\$5,000
City environmental booth for street fairs	2,000
Re-printing of "Garbage Cans & Garbage Can'ts"	18,000
Market Research on household hazardous waste practices	15,000
Fact Sheet on Household Hazardous Waste Collection Facility (HHWCF)	1,000
Speakers Bureau-Environmental Slide Show	
Non-toxic gardening workshop	1,000
Slide advertising HHWCF at Kabuki Theater	1,000
Printing of brown paper shopping bags advertising HHWCF to be distributed at grocery stores	<u>6,067</u>
Total Grant	\$109,067

Required Match: None

No. of Persons Served: Approximately 770,000

Indirect Costs: Grantor does not allow for indirect costs

Comments:

1. Ms. Maria Trapalis-Baird of the Solid Waste Management Program states that the grantor does not allow for indirect costs. The proposed resolution therefore requests authorization for the CAO to waive indirect costs on the proposed grant.
2. As noted above, the proposed grant funds have an effective date of August 17, 1992 through July 30, 1993. Ms. Trapalis-Baird states that expenditures have been incurred against these funds. As such, the proposed legislation should be amended to authorize the CAO to accept and expend the proposed \$109,067 retroactively.
3. Although the CAO's Office applied for "up to" \$95,000, Ms. Trapalis-Baird states that \$109,067 grant funds will be awarded by the CIWMB. Ms. Trapalis-Baird states that at the time the CAO's Office applied for the \$95,000 grant, the amount of funding available for San Francisco had not been finalized.

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

4. The CAO's Solid Waste Management Program has prepared a Disability Access Checklist which is on file with the Clerk of the Board.

5. Attached is a Grant Application Information Form prepared by the Chief Administrative Officer (CAO), for the proposed grant funds.

- Recommendation:**
1. Amend the proposed resolution to authorize the CAO to accept and expend the proposed \$109,067 retroactively.
 2. Approve the proposed resolution as amended.

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
 Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
 Attn: Clerk of the Board

The following describes the grant
 resolution:

Department: Chief Administrative Officer, Solid Waste Management Program

Contact Person: Maria Trapalis-Baird Telephone: 554-3444

Project Title: Household Hazardous Waste Collection Program

Grant Source: California Integrated Waste Management Board

Proposed (New / Continuation) Grant Project Summary:

The Grant will be used on public education and outreach for the City's Household Hazardous Waste Collection Program. The program is a joint effort between the Office of the Chief Administrative Officer and Sanitary Fill Company which allows San Francisco residents to properly manage their household hazardous waste.

The money is awarded by the California Integrated Waste Management Board each year (this is the third year the program is in existence) to those counties that have implemented household hazardous waste collection program. The grant is actually reimbursement for expenses incurred as part of the City's Household Hazardous Waste Collection Program in fiscal year 1992-93.

The California Integrated Waste Management Board awards the grant on a formula based on the total population in the County.

Amount of Grant Funding Applied for: \$109,067

Maximum Funding Amount Available: \$4 Million for the entire state of California

Required Matching Funds: 0

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: \$85,000

Will Contractual Services be put out to Bid? Yes

Term of Grant: One year.

Date Dept. Notified: August 19, 1992

Grant Application Information Form

Page 2

Term of Grant: One YearDate Department Notified of Available funds: August 19, 1992Application Due Date: September 25, 1992

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Grant Announcement on file under Resolution #133-92-3

Joseph E. Johnson

Department Head Approval

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 1c - File 133-93-1

Item: Resolution authorizing the Chief Administrative Officer (CAO) to apply for, retroactively, \$1,285,475 from the Bay Area Air Quality Management District Transportation Fund for programs and projects in the Bay Area to reduce air pollution from motor vehicles; waiving indirect costs.

Grant Amount: \$1,285,475

Grant Period: August 1, 1993 through July 31, 1995

Source of Funds: Bay Area Air Quality Management District (BAAQMD) Transportation Fund for Clean Air

Projects: Department of Parking and Traffic:

- a) Demonstration project of increased parking enforcement and traffic control at various locations
- b) 19th Avenue Traffic Signal Interconnect Project
- c) Harrison Street Arterial Management Project
- d) Traffic Signal Timing Patrol Project
- e) Bicycle lockers at various locations

Purchasing Department:

Compressed Natural Gas Fueling Facility

Recreation and Park Department:

Demonstration project of alternative fuel shuttle buses in Golden Gate Park

Description: Assembly Bill (AB) 434 created the Transportation Fund for Clean Air in the Bay Area and provided authority to the Bay Area Air Quality Management District (BAAQMD) to implement the Bay Area Clean Air Plan which includes the implementation of transportation programs and projects that achieve emission reductions from motor vehicles. AB 434 also required the Bay Area Air Quality Management District to impose a surcharge on motor vehicle registration fees to implement the Bay Area Air Plan. The Bay Area Air Quality Management District approved a \$4.00 surcharge on motor vehicle registration fees which became effective on April 1, 1993. The \$4.00 surcharge, which would accrue to the District's Transportation Fund for Clean Air in the Bay

Area, would be used for expenses incurred in implementing AB 434 programs.

The Bay Area Air Quality Management District is currently seeking applications from Bay Area cities, counties, transit districts and other agencies that have programs that could qualify as AB 434 programs. The Purchasing, Recreation and Park, and Parking and Traffic Departments have developed programs that may be eligible for AB 434 funding. The proposed grant application is being submitted by the CAO on behalf of these three City Departments.

Budget:

The following budgets represent a preliminary estimate of the costs of the proposed seven projects:

Department of Parking and Traffic (DPT) Projects

- The Department of Parking and Traffic has developed a demonstration project that would increase traffic control and parking enforcement activities to reduce vehicle congestion and thereby reduce the amount of toxic emissions in the air. Parking enforcement would include writing citations, towing vehicles and traffic control to keep intersections clear. The proposed \$365,000 would fund parking enforcement and traffic control activities at the following locations:

Stockton Street (from Broadway to the Tunnel)	\$95,253
Mission Street (from 14th St. to Army St.)	95,253
Geary Street (from Market St. to Taylor St.)	38,101
Union Square (Thanksgiving to New Year's)	57,152
Coit Tower (June through October)	38,101
"Don't Block the Box" Intersection Control	<u>38,101</u>
Subtotal	\$361,961

Safety vests, traffic cones, flares, etc.	<u>3,039</u>
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Proposed Grant Funding	\$365,000
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- The 19th Avenue Traffic Signal Interconnection Project would synchronize the three traffic signals on 19th Avenue between Junipero Serra Boulevard and Winston Drive with the 19th Avenue signals north of Winston Drive. The project will require the replacement of approximately 4,000 feet of the wiring that connects the traffic signals at a cost of \$50 per linear foot or a total cost of \$200,000 for 4,000 linear feet. The Bay Area Air Quality

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
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Management District would fund \$100,000 (the subject of this request) or 50 percent of the \$200,000 total project cost. The other 50 percent or \$100,000 would be funded by Caltrans. \$100,000

- The Harrison Street Arterial Management Program would provide a series of interconnected traffic signals to ease traffic congestion along Harrison Street. The proposed \$150,000 would fund the following:

New Signal at Harrison and Spear	\$80,000
Improvements to the traffic signal at Harrison and Main Streets	40,000
700 feet of wiring at \$40 per foot	28,000
Signal timing plans	<u>2,000</u>

Proposed Grant Funding 150,000

- The Traffic Signal Timing Patrol Project would establish a traffic signal malfunction and timing patrol whose sole responsibility would be to detect and repair malfunctioning traffic signals that could cause traffic delays. The traffic signal patrol program would also include a telephone message line which would take public complaints and suggestions regarding traffic signal problems and suboptimal traffic signal timings. The proposed \$104,000 would fund the following:

Electrician salary and benefits	\$75,000
One clean fuel service truck	24,500
Laptop Computer	2,000
Cellular telephone	1,400
Telephone answering machine	100
Marketing program	<u>1,000</u>

Proposed Grant Funding 104,000

- The Bicycle Locker Project would entail the purchase and installment of 50 bicycle lockers in City parking garages and other sites located at or near major employment centers and at major transit hubs such as Caltrain, BART, and intercity commute bus terminals. The objective of this program is to decrease the number of employees who drive to work by encouraging the use of bicycles, thereby improving air quality. The proposed \$59,375 grant from the Bay Area Air

BOARD OF SUPERVISORS
BUDGET ANALYST

Quality Management District would fund approximately 54.8 percent of the \$108,375 total project cost. The Metropolitan Transportation Commission (MTC) would fund the remaining \$49,000 (\$108,375 less \$59,375). The details of this \$108,375 project are as follows:

Bicycle Lockers (50 @ \$1,500 per locker)	\$75,000
Sales Tax on lockers	6,375
Installation	20,000
Marketing and promotion	2,000
Program monitoring	<u>5,000</u>
Total Project Cost	\$108,375
Less MTC Funding	<u>49,000</u>
Proposed Grant Funding	\$59,375
Subtotal DPT Projects	\$778,375

Purchasing Department, Central Shops Division

The CNG Vehicle Program would entail the purchase of 19 compressed natural gas (CNG) vehicles to replace 19 existing gasoline-powered city vehicles operated by the departments of Public Works, Sheriff, Public Library, Police, District Attorney, Water, and San Francisco International Airport. The proposed \$325,000 would fund approximately 85.2 percent of the \$381,465 total project cost. Mr. Ara Minasian of the Purchaser's Department states that City departments that benefit from the program would fund the remaining \$56,465 (\$381,465 less \$325,000). Mr. Minasian states that he has not identified which City departments will fund the \$56,465. He states that the Bay Area Air Quality Management District provides a two year period to identify such matching funds for the CNG Vehicle Program. According to Mr. Minasian, if the matching funds cannot be found, the BAAQMD will not disburse the grant funds to the City. Estimated project costs are as follows:

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

	<u>No. of Vehicles</u>	<u>Cost Per Vehicle</u>	
Midsize autos	10	\$18,585	\$185,850
Full size autos	5	21,735	108,675
Minivans	<u>4</u>	21,735	<u>86,940</u>
Total	19		\$381,465
Less Matching Funds			<u>56,465</u>
Proposed Grant Funding			\$325,000

Recreation and Park Department

A demonstration Project of alternative fuel shuttle buses in Golden Gate Park would be initiated. The project's major objectives are to reduce vehicle congestion, reduce motor vehicle emissions, and educate the public about alternative fuels and how their transportation choices affect the environment. This project is a cooperative effort involving the San Francisco Recreation and Park Department, the Friends of Recreation and Park, University of California San Francisco (UCSF), the California Academy of Science, the Fine Arts Museums, the Asian Arts Museum, and Pacific Gas and Electric Company (PG&E). The Bay Area Air Quality Management District will fund \$182,100 or approximately 82 percent of the total project cost of \$221,100. PG&E would contribute \$14,000. The remaining \$25,000 would be provided by the California Academy of Sciences, Fine Arts Museum, Asian Art Museum, and PG&E in the form of in-kind services.

Shuttle Bus Operations:

4 shuttle buses, 8 hrs/day, \$24/hr, 47 days	\$36,000
Mileage 2,208 trips x 3 miles x \$0.60	<u>4,000</u>
Subtotal Shuttle Bus Operations	\$40,000
Transportation consultant	\$10,000
Project coordinator	20,000
Educational exhibit	30,000
4 vehicle conversions at \$6,000 each	24,000
Parking subsidy (100 spaces x 47 days x \$5.75)	27,000
Publicity	50,000
Project administration	<u>20,100</u>
Project Total	\$221,100
Less Local Funding	<u>39,000</u>

BOARD OF SUPERVISORS
BUDGET ANALYST

Proposed Grant Funding \$182,100

Total Proposed Grant \$1,285,475

Indirect Costs: The grantor does not allow for payment of indirect costs. Therefore the proposed resolution indicates waiving indirect costs.

- Comments:**
1. Mr. Minasian states that the due date for the proposed grant was April 30, 1993. Therefore, the proposed resolution provides for ratification of action previously taken.
 2. Mr. Minasian indicates that budgets provided by the departments of Parking and Traffic, Purchasing and Recreation and Park for the proposed AB 434 programs are preliminary budgets. Finalized budgets will be provided when the CAO seeks authorization to accept and expend grant funds.
 3. Mr. Minasian reports that the Bay Area Air Quality Management District provides a two year period to find contributors for the matching funds of \$56,465 for the CNG Vehicle Program which cost \$381,465. Mr. Minasian indicates that he has already been in contact with the departments of Public Works, Water and Airport all of which have already requested funds for vehicle replacement in their Fiscal Year 1993-94 budgets.
 4. The Summary of Grant Request, as prepared by the CAO's Office for the proposed grant is attached.
 5. The Disability Access Checklist which was prepared by the CAO's Office is included in the Board's file.

Recommendation: Approve the proposed resolution.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: CHIEF ADMINISTRATIVE OFFICER

Contact Person: ARA MINASIAN (Purchasing) Telephone: 554-6215

Project Title: AB434 Program Grants-Vehicular Emissions Reduction

Grant Source: Bay Area Air Quality Management District

Proposed (New / Continuation) Grant Project Summary:

° Department of Parking and Traffic

- \$365,000 for a demonstration project of increased parking enforcement and traffic control at various locations;
- \$100,000 for a 19th Avenue traffic signal interconnection project;
- \$150,000 for a Harrison Street arterial management project;
- \$104,000 for a signal timing patrol demonstration project;
- \$59,375 for bicycle lockers at various locations;

° Purchasing Department, Central Shops Division

- \$325,000 for purchase of compressed natural gas (CNG) vehicles;

° Recreation and Park Department

- \$182,100 for a demonstration project of alternative fuel shuttle buses in Golden Gate Park.

Amount of Grant Funding Applied for: \$1,285,475

Maximum Funding Amount Available: \$7,000,000 (estimated)

Required Matching Funds: \$56,465

Number of Positions Created and Funded: 11

Amount to be Spent on Contractual Services: \$436,000

Will Contractual Services be put out to Bid? Yes

Term of Grant: Funds must be encumbered within two years of award

Date Department Notified of Available funds: March 5, 1993

Application Due Date: April 30, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Ara Minasian for CAO
Department Head Approval

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 1d - File 146-92-46.8

Department: Department of Public Health (DPH),
Community Public Health Services (CPHS)

Item: Release of reserved funds in the amount of \$109,450 for contract services.

Amount: \$109,450

Source of Funds: Tobacco Tax Funds

Description: The Board of Supervisors previously authorized the DPH to accept and expend \$2,127,666 in Tobacco Tax Funds (File 146-92-46). At the same time, the Board placed \$863,831 of the \$2,127,666 on reserve pending the DPH's selection of contractors, the MBE/WBE status of the contractors and the contract budget details.

The DPH reports that it has selected Barnes Clarke, Inc., through its Request for Proposals (RFP) process. Barnes Clarke is neither an MBE or WBE firm. Under the proposed contract Barnes Clarke would coordinate with two youth serving agencies, Columbia Park Boys Club and Potrero Hill Neighborhood House to (1) conduct youth against tobacco campaigns, (2) provide peer education aimed at preventing tobacco use, (3) help facilitate a City-wide campaign and youth summit and (4) assist the two youth agencies to integrate tobacco control into their on-going program activities.

The proposed contract budget in the amount of \$109,450 is detailed below:

	<u>FTE</u>	
<u>Personnel</u>		
Salaries and Fringe Benefits:		
Contract Coordinator	0.50	\$20,500
Administrative Assistant	<u>0.25</u>	<u>5,000</u>
Subtotal	0.75	\$25,500

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Operating Expenses

Telephone	\$300	
Office Supplies	250	
Printing/Reproduction	700	
Staff Training	500	
Staff Mileage	200	
Incentive Payments (to reinforce participation in program - based on State guidelines for incentives - not to exceed \$50 per person)	2,000	
Program Materials	2,000	
Training Specialists	<u>6,000</u>	
Subtotal		\$11,950

Subcontracts

Columbia Park Boys Club:		
Program Coordinator (1.0 FTE)	\$20,000	
Program Assistant (0.5 FTE)	11,000	
Printing/Reproduction	700	
Program Materials	1,950	
Office Supplies	300	
Telephones	250	
Conferences/Training	1,500	
Miscellaneous	<u>300</u>	
Subtotal		36,000

Potrero Hill Neighborhood House:		
Program Coordinator (1.0 FTE)	\$20,000	
Program Assistant (0.5 FTE)	11,000	
Printing/Reproduction	700	
Program Materials	1,950	
Office Supplies	300	
Telephones	250	
Conferences/Training	1,500	
Miscellaneous	<u>300</u>	
Subtotal		<u>36,000</u>

Total \$109,450

Comment: Approve the proposed release of reserved funds .

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 1e - File 146-93-12.1

Department: Department of Public Health

Item: Resolution authorizing the Department of Public Health, Bureau of Epidemiology and Disease Control, to accept and expend a grant of \$179,576, from the State Department of Health Services, for the continuation of immunization services; waiving indirect costs.

Grant Amount: \$179,576

Grant Period: July 1, 1993 to June 30, 1994

Source of Funds: State Department of Health Services

Project: Immunization Services

Description: On April 7, 1993, the Board of Supervisors authorized the DPH to apply for a continuation grant of \$179,576 for the Immunization Services Program (File 146-93-12). The proposed resolution would authorize the DPH to accept and expend such a grant in the amount of \$179,576.

The proposed grant would be the tenth year that the State has funded the Immunization Services Program. The proposed grant funds would be used by DPH to fund the administration of the City's immunization programs and the maintenance of a program to prevent perinatal transmission of the Hepatitis B Virus. The program's objectives are as follows:

1. Raise to (or maintain) immunization levels of 98 percent or greater for each of the legally required immunizations among all kindergarten entrants and incoming transfer students to schools within San Francisco.
2. Raise age-appropriate immunization levels to 95 percent or greater among infants and preschool-age children residing in San Francisco.
3. During the 12 month period of this grant, the number of fourth doses of Diphtheria/Tetanus/Pertusis (DTP) administered in public clinics to children before their second birthday will be raised by (or maintained at) 10 percent above the number administered to children of the identical age during the current 12 month grant period.

4. Through prevention, surveillance and outbreak control, reduce, and if possible eliminate, illness, disability and death due to vaccine preventable diseases such as polio, diphtheria, tetanus, pertusis, measles, rubella, mumps, and influenza type B within San Francisco.

5. Assure that 90 percent of the infants who are born in San Francisco and who are exposed to Hepatitis B receive Hyperimmune Globulin (HBIG), which contains Hepatitis B antibodies, and a first dose of Hepatitis B vaccine within 12 hours of birth within San Francisco.

6. Assure that 75 percent of identified infants who live in San Francisco and are at high risk of perinatal Hepatitis B transmission complete the HBIG/3 dose Hepatitis B vaccine series.

7. Assure that 70 percent of identified household contacts at high risk of perinatal Hepatitis B transmission are screened and complete the HBIG/3 dose Hepatitis B vaccine series.

Budget:

<u>Personnel</u>	FTE	
<u>Salaries</u>		
Sr. Disease Control Investigator	1.50	\$67,982
Vocational Nurse	1.00	35,918
Health Worker	1.00	29,380
Subtotal Salaries		\$133,280
Fringe Benefits (25%)		<u>33,320</u>
Subtotal Personnel	3.50	\$166,600
<u>Operating Expenses</u>		
Office Supplies		\$500
Health Education Materials		2,500
Laboratory Screening		4,652
Travel		324
Personal Computer and Related Equipment		<u>5,000</u>
Subtotal Operating Expenses		12,976
Total Grant		\$179,576

Required Match: None

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**No. of Units
of Service:**

Approximately 36,500 childhood immunizations.

Approximately 140 to 360 screenings and Hepatitis B immunizations for pregnant women and their susceptible household members.

Indirect Costs:

None. The State requires that funds be used for direct program services and does not allow indirect costs. Therefore, the proposed resolution would authorize the waiving of indirect costs.

Comments:

1. Mr. Carlos Rendon of the Bureau of Epidemiology states that the \$5,000 for computer equipment has been approved by the Electronic Information Processing Steering Committee (EIPSC).

2. Attached is a Summary of Grant Request, prepared by the DPH, for the proposed grant funds.

3. A Disability Access Checklist has been prepared by the DPH and is included in the file.

Recommendation: Approve the proposed resolution.

For State Dept. of Health Services
 Contact Person Les Burd
 Address 2151 Berkeley Way
Berkeley, CA 94704
 Amount Requested \$ 179,576
 Term: From 7/1/93 To 6/30/94
 Health Commission N/A

Division Community Public Health Services
 Section Epidemiology and Disease Control
 Contact Person Carlos Rendon
 Telephone 554-2832
 Application Deadline 4/15/93
 Notification Expected 3/15/93
 Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to ~~(accept and expend)~~ (accept and expend) a ~~(continuation)~~ (continuation) ~~(addition)~~ (addition) ~~(augmentation)~~ (augmentation) grant in the amount of \$ 179,576 from the period of 07/1/93 to 06/30/94 to provide immunization service.

II. Summary: (Concise summary of the grant - number of people served, services and provisions)

A grant to fund the administration of the City's immunization programs, maintain extended hours at district health centers for providing immunizations, and continue an existing program to prevent perinatal transmission of hepatitis B virus. The program provides for approx. 36,500 child immunizations, immunoprophylaxis of the infants born to hepatitis B antigen positive pregnant women and their susceptible household contacts (approx. 140 to

III. Outcome/Objectives:

To maintain the required immunization levels in the community in order to prevent disease and to prevent perinatal transmission of hepatitis B and thus prevent the resultant high incidence of cirrhosis, primary liver cancer and premature death that would otherwise occur among those born to hepatitis B carrier mothers.

IV. Effects of Reduction or Termination of These Funds:

Essential public health programs, for vaccine preventable diseases and for a very high risk perinatal hepatitis B population, would not exist in the city. In addition, the access to clinics and availability of vaccines would be limited. This would result in an increased number of people who were susceptible to vaccine preventable diseases.

V. Financial Information:

	Col. A Two Year Ago	Col. B Past Year/Orig.	Col. C This FY	Col. D Change	Rec. Match	Approved
Grant Amount	94,772	137,174	179,576	42,402		
Personnel	88,012	125,650	166,600	40,950		
Equipment	-0-	5,000	5,000	-0-		
Contract Svc.	-0-	-0-	-0-	-0-		
Mat. & Supp.	2,035	900	3,000	2,100		
Facilities/Space	-0-	-0-	-0-	-0-		
Other	4,725	5,624	4,976	(648)		
Indirect Costs			XX	XX		

VI. Data Processing

(Leave blank)

VII. Personnel

F/T CSC	2	3	3	-	
P/T CSC	0	1	1	-	
Contractual	-	-	-	-	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
None

Will grant funded employees be rehired after this grant terminates? If so, How?
No

VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach request for Exception)

N/A

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 1f - File 148-92-8.1

Department: Department of Public Works (DPW)

Item: Release of Reserved Funds in the amount of \$182,552 for the planting of 2,271 trees City-wide.

Amount: \$182,552

Description: In November, 1992, the Board of Supervisors approved a Resolution (File 148-92-8) authorizing the DPW to apply for, accept and expend Federal funds in the amount of \$182,552 for the planting of trees, using small local businesses as contractors. The entire grant amount of \$182,552 was placed on reserve pending identification of the contractors, specific budget details of the contractors, and the MBE/WBE status of the contractors.

The DPW now reports that two contractors have been selected through a Request for Proposal (RFP) process and that only \$147,535 of the total \$182,552 placed on reserve is requested for release at this time for the two contracts and for materials and supplies. The two contractors are Bay Area Landscaping Frank & Grossman, Inc. and Mori Hatsushi & Associates, neither of which is an MBE or a WBE firm. Ms. Mary Gin Starkweather of the Human Rights Commission reports that because the tree planting project is funded through Federal grant monies, the contractors are exempt from the MBE/WBE Ordinance. The budget information for the project is as follows:

Bay Area Landscaping Frank & Grossman

Labor for planting 2,000 trees	
approximately \$32.50/tree	\$64,997

Mori Hatsushi & Associates

Labor for planting 271 trees	
approximately \$154/tree	<u>41,676</u>

Subtotal Contractual Labor Costs	\$106,673
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Materials and Supplies

Trees	\$38,594
Stakes & Straps	<u>2,268</u>

Subtotal Materials and Supplies	<u>40,862</u>
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Total Contractual Costs	\$147,535
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BOARD OF SUPERVISORS
BUDGET ANALYST

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Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Comment:

Mr. McKenna advises that Bay Area Landscaping Frank & Grossman, Inc. would plant approximately 2,000 landscape trees on Brotherhood Way and Sunset Boulevard. Mori Hatsushi & Associates would plant approximately 271 street trees at various City-wide locations. Mr. McKenna states that street trees are more expensive to plant than landscape trees (\$154 per tree vs. \$32.50 per tree) because each tree is planted individually, the trees are larger, and the planting involves more preparation and logistics planning. For example, one tree may be planted on one block and the next one may be planted five or six blocks away. The removal of portions of sidewalks may be necessary as well as obstruction of pedestrian traffic. Mr. McKenna advises that street tree planting is more labor intensive than planting landscape trees, which are smaller trees planted in groups in a landscape setting.

Recommendation: Release reserved funds in the amount of \$147,535 and continue to reserve \$35,017 (\$182,552 less \$147,535).

Item 1g - File 148-92-9.1

Department: Department of Public Works (DPW)

Item: Release of reserved funds in the amount of \$653,153, for roadway work on various City street locations, concrete street reconstruction and pavement renovation on Sacramento, Pacific, and Broadway Streets.

Amount: \$653,153

Description: In December of 1992, the Board of Supervisors approved a resolution (File 148-92-9) authorizing the DPW to expend a State grant in the amount of \$1,044,335 for roadway work on City streets in accordance with the State-Local Transportation Partnership Program. Of the total \$1,044,335, \$847,832 was placed on reserve pending the selection of the contractors, the contract budget details, and the MBE/WBE status of the contractors.

Mr. Joe Ovadia of the DPW advises that the amount of released reserve originally requested, as noted above, is incorrect. The DPW is now requesting that \$222,383, or \$430,770 less than the stated \$653,153 amount be released for the roadway work on various City street locations, concrete street reconstruction and pavement renovation on Sacramento, Pacific, and Broadway Streets.

The DPW, through a Request for Proposal (RFP) process, received five bids for the Broadway, Sacramento and Pacific Pavement Renovation project. Of these five bids, the DPW advises that Stacy & Witbeck, Inc. and Esquivel Grading and Paving, a Joint Venture was awarded the contract. The joint venture consists of two firms: 1) Stacy & Witbeck, Inc., which is not an MBE/WBE firm and 2) Esquivel Grading and Paving, which is a certified MBE firm. Esquivel Grading and Paving will perform approximately 80 percent of the work.

Additionally, the DPW received five bids for concrete street reconstruction in various locations. Of these five bids, the DPW advises that D'Arcy & Harty Construction, Inc. and San Luis Construction, a Joint Venture was awarded the contract. The joint venture consists of two firms: 1) D'Arcy & Harty Construction, which is not an MBE/WBE firm and 2) San Luis Construction, which is a certified MBE firm. San Luis Construction will perform approximately 52 percent of the work.

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Mr. Ovadia reports that the budget details for the Broadway, Sacramento and Pacific pavement renovation project contract and the concrete street reconstruction project contract are as follows:

Stacy & Witbeck, Inc. and
Esquivel Grading and Paving
Construction Contract

\$120,207

D'Arcy & Harty Construction, Inc.
and San Luis Construction
Construction Contract

102,176

Total Contractual Services Budget

\$222,383

Comments:

1. Mr. Ovadia advises that the various locations for concrete street reconstruction include the following:

- 25th Street from Mississippi Street to Pennsylvania Avenue
- 25th Street from Dolores Street to Guerrero Street
- 25th Street from Fountain Street to Grand View Avenue
- Douglas Street from 26th Street to Army Street
- Felton Street from Harvard Street to Gambie Street

2. Mr. Ovadia reports that the grant funds allocated for contractual services, as noted above, are only a portion of the overall costs for each of the above mentioned projects. The total project cost for the pavement renovation project is \$720,019. The remaining \$599,812 (\$720,019 less the \$120,207 contract cost) is included in the Department's 1992-93 budget. Additionally, the total project cost for the concrete street reconstruction project is \$644,126. The remaining \$541,950 (\$644,126 less the \$102,176 contract cost) is also included in the Department's 1992-93 budget.

Recommendation: Release reserved funds of \$222,383 for the Broadway, Sacramento and Pacific pavement renovation project and the concrete street reconstruction project. Continue to reserve the \$430,770 difference between the revised request of \$222,383 and the original request of \$653,153.

Item 2 - File 97-93-10

Note: This item was continued by the Government Efficiency & Labor Committee at its meeting of May 19, 1993.

Department: Employees Retirement System (ERS)

Item: Ordinance amending the San Francisco Administrative Code by adding Section 16.55-7, regarding internal reciprocity of pension benefits within the City's retirement systems.

Description: The proposed ordinance would amend the Administrative Code by adding a new Section 16.55-7, which would provide the following:

1. When a Miscellaneous Retirement System member transfers to the Police or Fire Departments, the employee would be allowed to leave his or her accumulated retirement contributions in their old plan. Currently, a Miscellaneous Employee in the Employees Retirement System, if the employee transfers to the Police or Fire Plan, is required to withdraw accumulated contributions from that retirement plan, thus making the employee ineligible to receive any benefits from the Miscellaneous Plan when the member retires. The proposed amendment would allow, upon retiring, Employees, who have a vested interest in the Employees Retirement System Miscellaneous Plan, to receive prorated benefits from both the Miscellaneous Employees retirement plan and the applicable Police or Fire Department retirement plans if the Miscellaneous Employee transfers to either the Police or Fire Department.

2. Additionally, under this proposed ordinance, when a uniform employee of the Police or Fire Department transfers to a Miscellaneous department, the uniform employee would be allowed to retain his or her retirement credits earned under the Police or Fire Department retirement plans. Currently, the retirement credits earned by the uniform employees under the Police or Fire Department retirement plans are converted to credits earned under the Miscellaneous Employees Retirement System plan. The credits earned under the Police and Fire Department retirement plans are more valuable than credits earned under the Employees Retirement System for Miscellaneous Employees.

3. Further, under this proposed ordinance, Miscellaneous Employees, and Police and Fire Department Uniform employees, who were previously forced to withdraw their retirement contributions under the Employees Retirement

System when they transferred to different retirement systems, would be allowed to repay those monies to their respective retirement plans, thereby making them eligible to receive prorated Retirement benefits from both the Miscellaneous Employees Retirement plan of the Employees Retirement System and the applicable Police or Fire Department retirement plans.

4. These changes will give San Francisco Retirement Plan members the same rights and benefits when transferring within the System as they now have when transferring to a reciprocal plan outside the System.

Comments:

1. Section 8.500 provides that before the Board of Supervisors can take action on ordinances relating to members' retirement benefits, the Employees Retirement System must submit to the Board of Supervisors an actuarial report on the cost and effect of any proposed change in the benefits under the retirement system.

2. Attached is a letter from Mr. Kieran Murphy, Actuary of the Employees Retirement System, describing the background to this proposed ordinance, its effects, and the associated costs. Mr. Murphy states regarding the cost of the proposed ordinance "The cost, however, should be relatively minor. When the Charter amendment was first proposed in mid-1992, the cost was estimated to be approximately \$1 million, on a lump sum basis. There is no further data available upon which to make a more precise estimate. The \$1 million cost would increase the Retirement System's liability and would be paid to the Retirement System by the City over a period of years. If the amortization period used by the Retirement Board were 20 years, the increased annual contributions by the City would be approximately (in the region of) \$60,000."

3. Mr. Murphy of the Employees Retirement System advises that an Amendment of the Whole on the proposed legislation may be drafted which would add a provision to allow an employee, who takes a leave of absence from one City position to take another City position, to maintain his or her retirement benefits under the prior position while earning retirement benefits under the new position. As of the writing of this report, the Employees Retirement System was unable to provide a definitive time frame for the introduction of this Amendment of the Whole.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

City and County of San Francisco

San Francisco City and County
Employees' Retirement System

May 17, 1993

John L. Taylor, Clerk of the Board
Board of Supervisors
Room 235, City Hall
San Francisco, CA 94102

Re: File No. 97-93-10.4

Ordinance amending the San Francisco Administrative Code by
adding Section 16.455-7, regarding Internal Reciprocity of
Pension Benefits within the Retirement System.
(Supervisor Achtenberg)

Dear Mr. Taylor:

Charter Section 8.500 requires an actuarial report on the cost and effect of proposed changes in retirement benefits. This letter is intended to provide the required actuarial report regarding the above proposal.

Background to the Proposal

In November 1992, San Francisco voters passed Proposition G, enabling the Board of Supervisors to set up reciprocal pension benefits within the San Francisco Employees' Retirement System. One purpose behind this Charter amendment was to address an inequity which had existed for some time: when Miscellaneous Plan members became Police Officers or Firefighters they were required to take a refund of their Miscellaneous Plan contributions and to lose all benefits earned in that plan. Another reason for the Charter amendment was to provide similar reciprocal benefits to Retirement System members transferring between plans within San Francisco as already existed for members transferring between San Francisco and many other California public plans.

Effect of the Proposal

The proposed ordinance addresses those issues. The main features of the ordinance are as follows:

- it would allow Miscellaneous Plan members transferring to the Police or Fire Plans to leave their Miscellaneous contributions on deposit and, when they eventually retire, to receive a prorated retirement benefit, partly based on their Miscellaneous service credit and partly based on their Police or Fire service credit

- any Police Officer or Firefighter on active duty on or after April 1, 1993 who was forced to accept a refund of Miscellaneous contributions can redeposit those contributions plus interest, recoup the Miscellaneous service lost and receive a prorated pension benefit upon retirement
- it would allow Police Officers and Firefighters to transfer to the San Francisco Miscellaneous Plan and to eventually receive a prorated retirement benefit, based partly on their Police or Firefighter service credit and partly on their Miscellaneous service credit; this is a change from current provisions which require Police Officers or Firefighters transferring to the Miscellaneous Plan to convert their Police or Fire service credit on a one-for-one basis to less valuable Miscellaneous service credit.

The internal reciprocity arrangement set up by the ordinance would contain similar important features and conditions to those found in the California-wide reciprocal agreement of which the San Francisco Retirement System is a part. Included in the internal arrangement are the following:

- internal reciprocity will not apply unless a transfer to a second retirement plan is completed within six months of leaving active membership in the first plan
- the member cannot receive reciprocal benefits unless he or she retires concurrently from all plans
- Final Compensation for retirement purposes will be based on the highest compensation earned by the member while in any plan; however, the appropriate rules (such as inclusion of overtime or not) will be applied according to the provisions of each particular plan.

When these provisions are in place, the overall effect on the configuration of Retirement System benefits and provisions should be positive. A clear inequity will have been addressed, movement between Safety and Miscellaneous City positions will be greatly facilitated, and the rights that Retirement System members now enjoy when they transfer to other reciprocal plans within California will be available for transfer within the City.

Cost of the Proposal

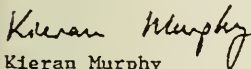
There will be a cost to the proposal. Some proportion of the Police Officers and Firefighters who were forced to receive a refund of their contributions will redeposit those contributions and the Retirement System will become liable for payment of an extra retirement benefit to those individuals. Also, some proportion of Miscellaneous members who become Police Officers or Firefighters in the future will choose to leave their contributions with the

Retirement System and receive a Miscellaneous retirement benefit along with their Police or Firefighter Benefit. In addition, the small number of Police Officers and Firefighters who transfer to the Miscellaneous Plan will receive better retirement benefits that they otherwise would have.

The cost, however, should be relatively minor. When the Charter amendment was first proposed in mid-1992, the cost was estimated to be approximately \$1 million, on a lump sum basis. There is no further data available upon which to make a more precise estimate. The \$1 million cost would increase the Retirement System's liability and would be paid to the Retirement System by the City over a period of years. If the period used by the Retirement Board were 20 years, the increased annual contributions by the City would be approximately \$60,000.

A Retirement System representative will be at the Committee hearings to answer any questions.

Sincerely,



Kieran Murphy
Actuary

cc: Supervisor Terrence Hallinan, Chair, Governmental Efficiency and
Labor Committee
Supervisor Barbara Kaufmann
Supervisor Sue Bierman
Ed Harrington, Controllet
Teresa Serata, Mayor's Budget Office
Harvey Rose, Budget Analyst
Dan Maguire, Deputy City Attorney
Clare Murphy, General Mahager
Mark Mactas, Towers Perrin

Item 3 - File 103-93-1

Note: This item was continued at the May 19, 1993 Government Efficiency & Labor Committee meeting. At the May 19, 1993 meeting, the Committee prepared in and reported out a motion to extend the date for second reading of the Salary Standardization Ordinance for Registered Nurse Classifications for Fiscal Year 1993-94 to June 21, 1993 and the date for final adoption to June 28, 1993.

Department: Civil Service Commission

Item: Communication transmitting Civil Service Commission Report No. 2095-93, Salary Standardization for Registered Nurses, certifying to the Board of Supervisors the highest prevailing maximum salary schedule for acute care nurses granted by a collective bargaining agreement in the six Bay Area counties as of April 15, 1993 and such other information as is required by Charter Section 8.403.

Description: Charter Section 8.403 requires the Civil Service Commission to certify to the Board of Supervisors the highest prevailing annually maximum salary for acute care staff nurses in effect on April 15 in the public and private sectors in the Counties of Alameda, Contra Costa, Marin, San Mateo, San Francisco, and Santa Clara. The salaries paid to Registered Nurses by San Francisco may not exceed this maximum salary level.

Based on the certification of the highest prevailing maximum salary, Section 8.403 of the Charter requires that the Board of Supervisors fix a salary schedule by June 1 for Registered Nurse classifications. Section 8.403 also permits the Board of Supervisors to provide additional conditions and benefits of employment, including health and dental benefits.

Comments: 1. The City and the Nurses have entered into a two-year (May, 1992 through April, 1994) Memorandum of Understanding (MOU). Under the terms of this MOU, the proposed 1993-94 maximum hourly salary rate for City Registered Nurses is \$28.39, a \$1.35, or 5 percent increase over the currently 1992-93 maximum hourly salary rate of \$27.04. Based on 2,080 hours worked per year, the annual salary cost at the \$28.39 hourly rate would be \$59,051.

2. According to Mr. Bill Gill of the Employees Relations Division, the following 17 classifications would receive a five percent increase in 1993-94 over 1992-93 salaries:

<u>Staff Nurses</u>	<u>Current Maximum Salaries</u>	<u>Proposed Maximum Salaries</u>
2320 Registered Nurse	\$27.04	\$28.39
2323 Clinical Nurse Specialist	32.76	34.40
2330 Anesthetist	43.25	45.41
2340 Operating Room Nurse	27.04	28.39
2830 Public Health Nurse	32.76	34.40
2328 Nurse Practitioner	32.61	34.24
P-103 Per Diem Nurses	31.85	33.44
<u>Supervisory Nurses</u>		
2322 Head Nurse	36.15	37.96
2324 Nursing Supervisor	38.70	40.64
2326 Nursing Supervisor Psychiatric	38.70	40.64
2342 Head Nurse, Surgery	36.15	37.96
2344 Chief of Surgery Nurse	45.89	48.18
2350 Instructor of Nursing	38.70	40.64
2352 Asst. Director of Nursing Education	45.89	48.18
2366 Asst. Director of Nurses, Laguna Honda Hospital (LHH)	45.89	48.18
2368 Asst. Director of Nurses, San Francisco General Hospital (SFGH)	45.89	48.18
2832 Supervising Public Health Nurse	42.66	44.79

The salary rates for five unrepresented classifications of nurses not covered by the MOU (2369 Director of Nurses LHH, 2370 Director of Nurses SFGH, 2394 Central Processing and Distribution Supervisor, 2833 Public Health Nursing (PHN) Administrator, and 2836 Director, PHN,) would be frozen at the 1992-93 level.

3. The maximum hourly salary rate for Registered Nurses certified by the Civil Service Commission effective April 15, 1993 is \$29.51 per hour paid by Stanford University Hospital, which represents approximately a six percent salary increase for the Stanford University Nurses.

The maximum hourly salary rate of \$29.51 paid by Stanford University Hospital, as certified by the Civil Service Commission, is \$1.12 or approximately four percent higher than the City's 1993-94 proposed maximum hourly salary rate of \$28.39.

Memo to Government Efficiency and Labor Committee
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4. According to Mr. Gill, nursing employees receive, in general, higher levels of fringe benefits than Miscellaneous employees, including paid health benefits for dependents, more salary steps, higher standby pay, and higher shift differentials.

5. If the proposed salary increases are approved, these increases in salary rates and related benefits for Nurses is estimated to cost the City \$5.237 million according to Mr. John Madden, Chief Deputy Controller.

Item 4 - File 146-93-23

Note: This item was continued at the May 19, 1993, Government Efficiency and Labor Committee Meeting.

Department: Department of Public Health

Item: Resolution authorizing the Department of Public Health, Community Public Health, Family Health Bureau, to accept and expend a grant augmentation of \$41,516, which includes indirect costs in the amount of \$13,513 based on ten percent of eligible salaries and a required match of \$55,971, which is thirteen percent of the grant, from the State Department of Health, Maternal Child Health Branch for perinatal and related MCH services.

Grant Amount: \$41,516

Grant Period: July 1, 1992 to June 30, 1993

Source of Funds: State Department of Health, Maternal Child Health Branch

Project: Comprehensive Perinatal Services Program

Description: Comprehensive Perinatal Services Program (CPSP) provides the following services: (1) provide technical assistance to health care providers in order to enable them to enroll low-income women in Medi-Cal funded perinatal services; (2) provide public information about the availability of Medi-Cal funded perinatal services; (3) recruit additional health care providers to offer such services and; (4) provide on-going quality assurance and in-depth technical assistance to those health care providers that are currently offering these perinatal services.

The proposed \$41,516 grant would augment a \$377,803 grant for the Comprehensive Perinatal Services Program that was previously approved by the Board of Supervisors (File 146-92-38). The grant augmentation would provide funds to enhance the Comprehensive Perinatal Services Program by providing for the following activities: (a) the enhancement of coordination with the Department of Social Services and delivery hospitals to provide Perinatal Services Program, (b) the development of a comprehensive assessment of City-wide immunization activities for children and youth, and (c) the completion of an ongoing survey of perinatal substance abuse hospital protocol.

Memo to Government Efficiency and Labor Committee
 June 2, 1993 Government Efficiency and Labor Committee Meeting

Budget:

	Original	Grant	Proposed
	<u>Grant</u>	<u>Augmentation</u>	<u>Program Grant Funding</u>
<u>Personnel</u>			
CPSP Coordinator	\$39,796	\$1,184	\$40,980
Sr. Med. Social Worker	36,096	2,106	38,202
Health Educator	36,997	2,263	39,260
Data Clerk Specialist	18,482	4,068	22,550
Clerk Typist/Admin. Asst.	15,125	0	15,125
Health Worker	8,136	2,981	11,117
Bilingual Pay	280	(35)	245
Clerk (as needed)	2,560	(767)	1,793
Clerk (BIH)	6,701	131	6,832
Public Health Aide	5,000	(1,837)	3,163
MCH Director	13,808	0	13,808
Perinatal Director	27,196	0	27,196
Nutrition Consultant	18,306	0	18,306
Quality Assurance Coordinator.	5,005	0	5,005
Various Clerks	21,939	0	21,939
Quality Assurance RN	11,540	3,372	14,912
Health Program Coordinator	0	11,927	11,927
Subtotal	\$266,967	\$25,393	\$292,360
Fringe Benefits	71,986	3,724	75,710
Total-Personnel	\$338,953	\$29,117	\$368,070
<u>Operating Expense</u>			
General consumables	\$6,647	0	\$6,647
Communication	5,108	0	5,108
General expenses	8,640	\$(600)	8,040
Training	2,000	0	2,000
Travel	3,000	0	3,000
Equipment	0	600	600
Subtotal Operating Expense	\$25,395	0	\$25,395
Indirect Costs	10,994	\$12,399	23,393
Total Grants	\$375,342	\$41,516	\$416,858

Required Match: \$55,971 (in-kind match is included in FY 1992-93 budget)

No. of Persons Served: 3,500 women

Indirect Costs: \$12,399 (as required by grantor)

Comments: 1. The Summary of Grant Request as prepared by DPH for the proposed grant is attached.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

2. The Disability Access Checklist which was prepared by DPH is included in the Board's file.

Recommendation: Approve the proposed resolution.

Creator: State DHS, MCH Branch
Contact Person: Doris Barrows
Address: PO Box 942732
Sacramento, CA 94234-7320
Amount Requested \$ 41,516
Term: From 07/01/93 To 06/30/94
Health Commission _____ Board of Supervisors: Finance Committee _____
Full Board _____

I. Item Description: Request to ~~accept and expend~~ (accept and expend) a ~~new~~ (continuation) (modification) (augmentation to a) grant in the amount of \$ 41,516 from the period of 07/01/93 to 06/30/94 to provide perinatal and related MCH services.

II. Summary: (Concise history, and address: number - groups served; services and providers)

This is an augmentation to the MCH block grant which assists the County in assessing MCAH needs, coordination and advocacy. It funds the CPSP Coordinator and technical assistance program, and provides other related MCH services.

III. Outcome/Objectives:

Ensure advocacy for MCAH issues/programs/services in the County. Ensure comprehensive perinatal care for up to 3500 women through provider assistance. Provide referrals to MCH health services for women and children of San Francisco.

IV. Effects of Reduction or Termination of These Funds:

CPSP services may be disrupted. Lack of coordination of MCAH services may result in less effective service delivery for women and children.

V. Financial Information:

AUGMENTATION

	Col. A Two Years Ago	Col. B Prior Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	377,803	377,803	419,319	41,516	55,971	
Personnel	315,475	324,751	371,413	46,662		
Equipment	5,082	-0-	600	600		
Contract Svc.	16,975	15,000	-0-	(15,000)		
Mat. & Supp.	26,123	19,898	13,031	(6,877)		
Facilities/Space	-0-	-0-	-0-	-0-		
Other	5,200	11,108	13,366	2,258		
Indirect Costs	8,948	7,406	20,919	13,513		

VI. Data Processing

(none included above)

5,082 -0- -0-

VII. Personnel

F/T CSC	1.0	1.0	-0-	(1.0)	
P/T CSC	6.32	6.32	6.73	.41	
Contractual	.25	.25	-0-	(.25)	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No

VIII. Contractual Services: Open Bid N/A Sole Source _____ (If sole source, attach Request for Proposal Form)

* Reductions in the 1992-93 budget, together with augmentations to that budget, create a total budget increase of \$41,516, the amount of this augmentation.

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 5 -File 25-93-3

Department: Department of Public Works
Bureau of Water Pollution Control

Item: Resolution concurring with the Controller's certification of Costs required by Charter Section 8.300-1 (Proposition J) that security guard services can be practically performed at the Bureau of Water Pollution Control Plant by a private contractor for a lower cost than similar work services performed by City and County employees.

Services to be Performed: Security guard services at the Bureau of Water Pollution Control Plant located at 750 Phelps Street

Description: The Controller has determined that contracting for security guard services at the Bureau of Water Pollution Control Plant for Fiscal Year 1993-94 would result in estimated savings as follows:

	<u>Lowest</u> <u>Salary</u> <u>Step</u>	<u>Highest</u> <u>Salary</u> <u>Step</u>
<u>City Operated Services Costs</u>		
Salary	\$71,685	\$84,710
Benefits	16,459	19,449
Paid Time Off	17,262	20,398
Overhead	<u>21,147</u>	<u>24,989</u>
Total	\$126,553	\$149,546
<u>Contract Service Cost</u>	<u>58,560</u>	<u>58,560</u>
Estimated Savings	\$67,993	\$90,986

Comments: 1. According to Ms. Gwendolyn Westbrook of the Department of Public Works (DPW), DPW needs security guard services to protect the employees at the Bureau of Water Pollution Control Plant because there has been an increased incidence of criminal activities in the surrounding area. Fiscal Year 1993-94 would be the first year in which the Bureau of Water Pollution Control Plant would contract for security guard services at the Bureau of Water Pollution Control Plant.

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

2. Ms. Westbrook states that DPW currently contracts with McCoy Patrol Service, a certified MBE firm, to provide temporary security guard services at 750 Phelps Street from May 17, 1993 to June 30, 1993. Ms. Westbrook states that a new contractor to perform security services beginning July 1, 1993 will be selected through a competitive bidding process. The Contract Service Cost used in the Controller's certification is based on the cost of services currently being provided by McCoy Patrol Service.

3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

900-2: Charter 8.300-1 (Proposition J) QuestionnaireCharter 8.300-1 (Proposition J) QuestionnaireDepartment Public WorksFor time Period July 1, 1993 - June 30, 1996Contract Services Guard Services

- 1) Who performed services prior to contracting out?

No employees performed this service at the Bureau of Water Pollution Control. Southeast, North Point, Richmond/Sunset or Oceanside Plants

- 2) Number of City employees laid off as a result of contracting out?

No City employees will be laid off as a result of contracting out.

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

No employees were hired to perform this service.

- 4) What percent of a City employee's time is spent on services to be contracted out?

Employees must be on the look out during their shifts for intruders at all times.

- 5) How long have the services been contracted out?

New services. This will be our first time.

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Yes. We have contacted MBE/WBE from the 1992/1993 Human Rights Directory.

Gwendolyn Westbrook

Department Representative

Telephone: 648-6882

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 6 - File 25-93-4

Department: Department of Public Health

Item: Resolution concurring with the Controller's certification in accordance with Section 8.300-1 (Proposition J) that inpatient dental services can be practically performed for the Department of Public Health, Laguna Honda Hospital by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed: Inpatient dental services at Laguna Honda Hospital

Description: The Controller has determined that contracting for inpatient dental services at Laguna Honda Hospital for Fiscal Year 1993-94 would result in estimated savings as follows:

	<u>Lowest</u> <u>Salary</u> <u>Step</u>	<u>Highest</u> <u>Salary</u> <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$140,545	\$166,427
Benefits	31,692	36,048
Operating Expense	18,240	18,240
Indirect Costs	<u>59,537</u>	<u>59,537</u>
Total	\$250,014	\$280,252
<u>Contract Service Cost</u>	<u>29,951</u>	<u>29,951</u>
Estimated Savings	\$220,063	\$250,301

Comments:

1. Dr. Mary Anne Johnson of Laguna Honda Hospital states that Inpatient Dental Services, a private contractor, has provided on-site dental services since September 1, 1992. This temporary contract will terminate on August 31, 1993. Dr. Johnson states that a new contractor will be selected by a Request For Proposal (RFP) process for services beginning September 1, 1993.
2. Prior to September 1, 1992, Laguna Honda Hospital performed dental services with Civil Service personnel. Fiscal Year 1993-94 would be the first year in which the Department of Public Health would contract for dental services.

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

3. Mr. John Madden, Chief Deputy Controller, requests that the proposed resolution be continued to the call of the Chair in order to allow the Controller's Office time to further analyze the Contract Service Costs included in the Proposition J Certification.

Recommendation: Continue the proposed resolution as requested by the Controller's Office.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment: Public Health, Laguna Honda HospitalContract Services: On-site dental services for patients of Laguna Honda HospitalFor the term starting approximately September 1, 1993 through August 31, 1994

- 1) Who performed services prior to contracting out? Civil Service employees. One Dentist, classification #2210 and two Dental Assistants, classification #2202.
- 2) Number of City employees laid off as a result of contracting out? One. Dentist, classification #2210.
- 3) Explain disposition of employees if they were not laid off. Two Dental Assistants, classification #2202, were reassigned to other divisions of the Department of Health. One person was placed at the San Francisco General Hospital Dental Clinic and the other person was placed at a District Health Center Dental Clinic.
- 4) What percent of a City employee's time is spent on services to be contracted out? Approximately less than 5% is spent by the Laguna Honda Hospital Contract Administrator to administer and provide liaison contact to the contractor.
- 5) How long have the services been contracted out? Services were first contracted out on Sept. 1, 1992. Laguna Honda Hospital received a Public Health and Safety Emergency contract approval for one year as an interim measure to allow the hospital adequate time to prepare a formal solicitation, negotiate and develop a contract.
- 6) What was the first fiscal year for a Proposition J Certification? First approval is being sought for the 93/94 fiscal year.
- 7) How will contract services meet the goals of your MBE/WBE Action Plan? Current contractor is a local business enterprise certified by the Human Rights Commission. When this contract term expires on 8/31/93, a new contractor will be selected from the Request For Proposal process. All interested MBE/WBE/LBE will be notified and encouraged to bid.

Mary Anne Johnson, M.D.
Department Representative759-2357
Telephone

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 7 -File 25-93-5

Department: Chief Administrative Officer

Item: Resolution concurring with the Controller's certification that Convention Facilities Management Operation and Maintenance Services can continue to be practically performed at Brooks Hall, Civic Auditorium and Moscone Center by a private contractor for a lower cost than similar work services performed by City and County employees.

Services to be Performed: Convention Facilities Management Operation and Maintenance Services at Brooks Hall, Civic Auditorium and Moscone Center

Description: The Controller has determined that contracting for convention facilities management operation and maintenance service at Brooks Hall, Civic Auditorium and Moscone Center for Fiscal Year 1993-94 would result in estimated savings as follows:

City Operated Service Costs

Salaries	\$7,708,405
Benefits	1,726,334
Operating Costs	<u>3,105,780</u>

Total	\$12,540,519
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<u>Contract Service Costs</u>	<u>10,266,124</u>
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Estimated Savings	\$2,274,395
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Comments: 1. In addition to the Contract Service Costs, the following are operating costs which must be paid by the City whether the services are contracted out or performed by City employees:

Utilities (light, heat, and power)	\$1,883,218
Property Insurance	2,120,000
Charges for other Departments	<u>25,576</u>
Total	\$4,028,794

These costs are not included in the Contract Service Costs of \$10,266,124 which includes the labor costs of performing the Convention Facilities Management services, liability insurance, water and sewer services, and subcontractor's costs.

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

2. Convention Facilities Management services were first certified as required by Charter Section 8.300-1 in Fiscal Year 1980-81 and have been provided by an outside contractor since then.

3. Spectacor Management Group (SMG) has been the contractor for Convention Facilities Management services since July 1, 1980 and currently holds the five-year contract which expires on June 30, 1995. The contractual service cost used for the purpose of this analysis is the fourth year cost of this contract for the period from July 1, 1993 through June 30, 1994.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8,300-1 (PROPOSITION J) QUESTIONNAIRE

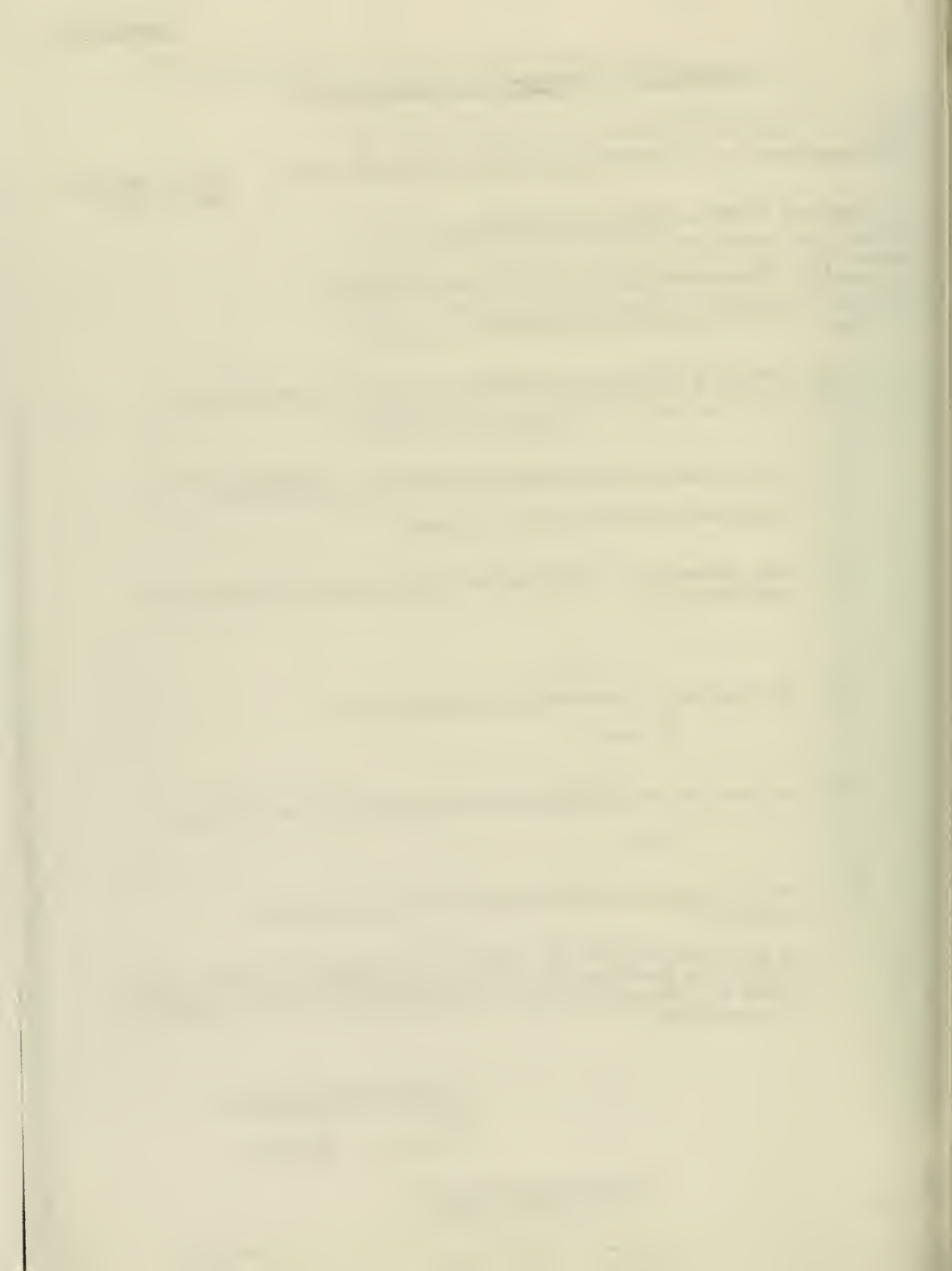
Department: Convention Facilities For Time Period: July 1, 1993 thru June 30, 1994

Contract Services: Convention Facilities

- 1) Who performed services prior to contracting out?
Convention Facilities Employees
- 2) Number of City employees laid off as a result of contracting out?
0
- 3) Explain disposition of employees if they were not laid off.
Employees elected to work for the vendor
- 4) What percentage of a City employee's time is spent on services to be contracted out?
0
- 5) How long have the services been contracted out?
12 years
- 6) What was the first fiscal year for a Proposition J Certification?
84-85
- 7) How will contract services meet the goals of your MBE/WBE Action Plan?
The Department will meet the goals of the City MBE/WBE Ordinance. In addition, the contractor has a separate agreement with HRC in regards to MBE/WBE and Affirmative Action. The Contractor files regular compliance reports with HRC.

Jack Moerschbaecher
Department Representative

Telephone: 554-6178



Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 8 -File 25-93-6

Department: San Francisco International Airport

Item: Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that shuttlebus services for San Francisco International Airport can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

Services to be Performed: Shuttlebus Services

Description: The Controller has determined that contracting for shuttlebus services for Fiscal Year 1993-94 for the San Francisco International Airport will result in estimated savings as follows:

<u>City Operated Service Costs</u>	<u>Low</u>	<u>High</u>
Salaries	\$998,375	\$1,035,233
Benefits	309,497	320,923
Operating Expenses	<u>261,745</u>	<u>261,745</u>
Total	\$1,569,617	\$1,617,901
 <u>Contract Service Costs</u>	 <u>1,179,463</u>	 <u>1,179,463</u>
Estimated Savings	\$390,154	\$438,438

Comments: 1. Shuttlebus services for the San Francisco International Airport were first certified as required by Charter Section 8.300-1 in Fiscal Year 1984-85. These services have been provided by an outside contractor since 1975.

2. The current ten-year contract, which expires December 31, 1993, is with SFO Shuttle Bus Company. The ten-year contract includes five, one-year extension options. Under this provision, the Airport is extending the SFO Shuttle Bus contract by one year through December 31, 1994 as the first of the five, one-year extension options. The Contract Service Costs used for the purpose of this analysis is the estimated contract cost for Fiscal Year 1993-94.

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

- 3 4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contract, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

DEPARTMENT SFLA-OperationsFOR TIME PERIOD 1993-1994 (1st Half)CONTRACT SERVICES SFO Shuttle Bus Service

1) Who performed services prior to contracting out?

With the construction of the Remote Parking Facility in 1975, shuttle bus service was initiated by contract. Prior to 1975, the area was utilized as a small lot for SFLA employee parking. An employee van service was provided by Airport Parking Management (APM).

2) Number of City employees laid off as a result of contracting out?

None (See #1)

3) Explain disposition of employees if they were not laid off.

N/A (See #1)

4) What percent of a City employee's time is spent on services to be contracted out?

N/A (See #1)

5) How long have the services been contracted out?


Since 1975

6) What was the first fiscal year for a Proposition J Certification?

1984-1985

7) How will contract services meet the goals of your MBE/WBE Action Plan?

Although this contract was not awarded to a MBE/WBE firm in 1983, it must adhere to the City's non-discrimination ordinance of Chapter 12B and 12C of the San Francisco Administrative Code.


 Department Representative
 Duke Briscoe, Deputy Director-Operations
 Telephone: 876-2112

[Form Based Upon Previous Controller's Office Proposition J Questionnaire]

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 9 - File 25-93-7

Department: Department of Parking and Traffic (DPT)

Item: Resolution concurring with the Controller's certification that revenue collection services for parking meters of the Department of Parking and Traffic can continue to be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Revenue Collection Services

Description: The Controller has determined that contracting for revenue collection services in fiscal year 1993-94 would result in estimated savings as follows:

<u>City Operated Service Costs</u>	<u>Lowest Salary Step</u>	<u>Highest Salary Step</u>
Salaries	\$420,193	\$495,850
Benefits	102,286	120,701
Operating Expenses	<u>93,556</u>	<u>93,556</u>
Total	\$616,035	\$710,107
<u>Contracted Service Costs</u>	<u>372,802</u>	<u>372,802</u>
Estimated Savings	\$243,233	\$337,305

- Comments:**
1. Mr. Paul DeLoria of the DPT reports that the DPT has contracted out the service for parking meter revenue collection since Fiscal Year 1978-79.
 2. The current 2-year contract, which expires June 30, 1993, is with Burns Incorporated. Mr. DeLoria states that a new contractor for Fiscal Year 1993-94 will be selected through a Request for Proposal (RFP) process.
 3. The contracted service cost used for the purpose of this analysis is based on projected contract costs for Fiscal Year 1993-94.
 4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: PARKING & TRAFFIC
CONTRACT SERVICES: Parking Meter Revenue Collection Services
CONTRACT PERIOD: July 1, 1993 - June 30, 1995

- (1) Who performed activity/service prior to contracting out?

Tax Collector's Office

- (2) Number of City employees laid off as a result of contracting out?

None

- (3) Explain disposition of employees if they were not laid off?

N/A

- (4) What percentage of City employee's time is spent on services to be contracted out?

None

- (5) How long have the services been contracted out?

Since March 1978

- (6) What was the first fiscal year for a Proposition J certification?

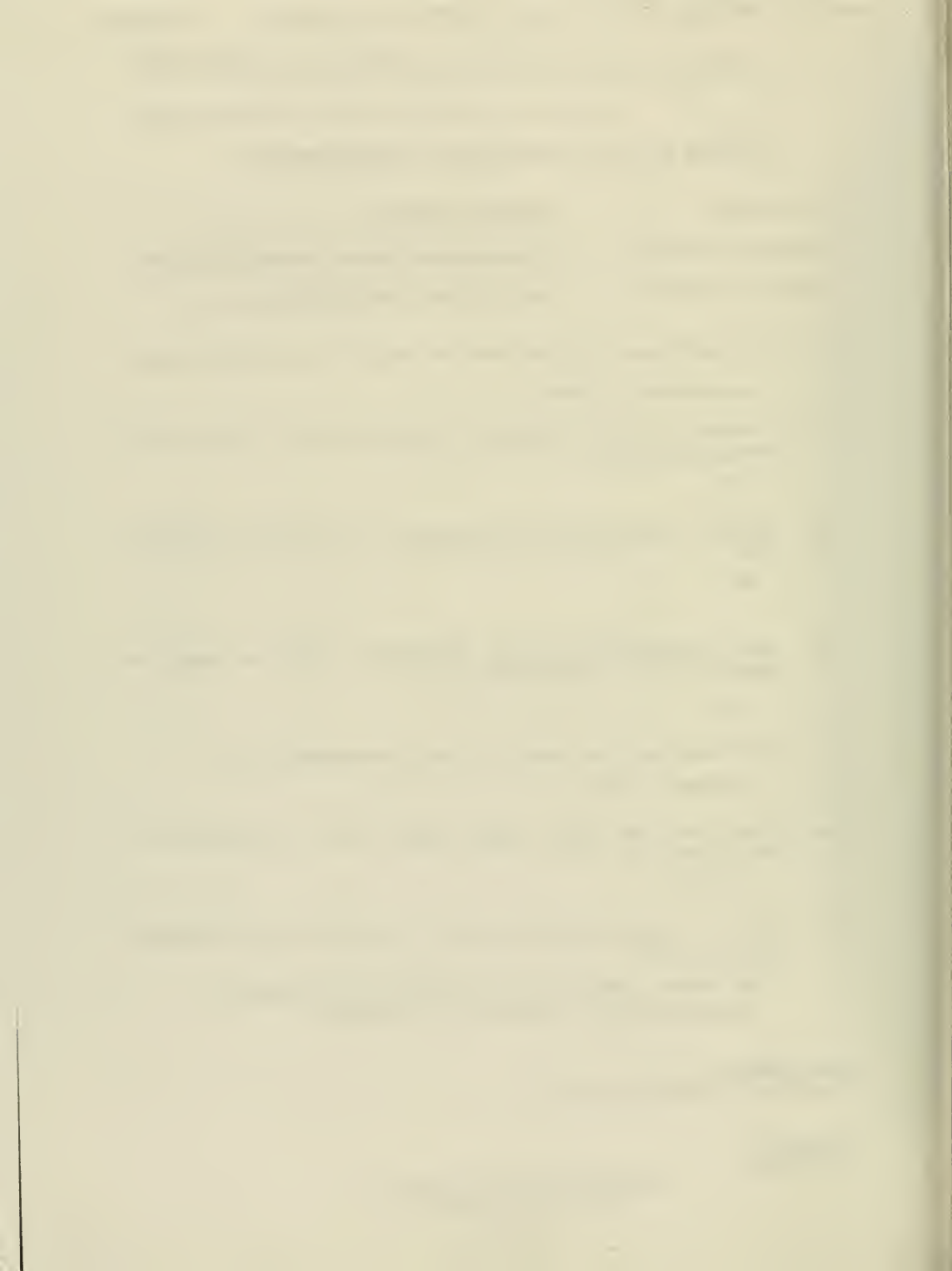
FY 1978/79

- (7) How will contract services meet the goals of your MBE/WBE Action Plan?

The Contract will be bid and awarded by the Purchaser in accordance with all applicable City ordinance.

Paul DeLoria
Department Representative

554-9825
Telephone



Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 10 - File 25-93-8

Department: Juvenile Probation Department

Item: Resolution concurring with the Controller's certification that intake and shelter services to status offenders can continue to be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Intake, Shelter and Central Receiving Facility Services

Description: This contract is for shelter, intake and central receiving facility services for Status Offenders such as runaway youths and youths uncontrollable by parents. The services include family counseling and provision of shelter.

The Controller has determined that contracting for intake and shelter services to status offenders in Fiscal Year 1993-94 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$734,950	\$888,832
Benefits	157,132	232,963
Operating Expenses	<u>99,120</u>	<u>124,644</u>
Total	\$991,202	\$1,246,439
<u>Contract Costs</u>		
Contract Cost*	561,600	586,872
City Probation Officer**	<u>42,047</u>	<u>53,322</u>
Total	\$603,647	\$640,194
<u>Estimated Savings</u>	\$387,555	\$606,245

*The high estimate assumes a 4.5 percent cost of living adjustment (COLA) to the contractor.

**A Senior City Probation Officer is required to monitor contract services.

Comments: 1. The Juvenile Probation Department reports that intake, shelter and central receiving facility services have been continuously provided by an outside contractor since 1986.

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

2. The current one-year contract, which expires on June 30, 1993, is with Youth Advocates. Chief Fred Jordan of the Juvenile Probation Department advises that Youth Advocates has again been selected, through a Request for Proposal (RFP) Process, as the contractor for Intake, Shelter and Central Receiving Services for Fiscal Year 1993-94.
3. The contracted service cost used for the purpose of this analysis is based on projected contract costs for Fiscal Year 1993-94.
4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment Juvenile ProbationContract Services Shelter and Intake for Status OffendersFor the term starting approximately July 1, 1993 through June 30, 1994

1) Who performed services prior to contracting out?

Juvenile Hall Counselors:

3 - 8316 Assistant Counselor 7 - 8320 Counselor, Juvenile Hall
1 - 8318 Counselor II

2) Number of City employees laid off as a result of contracting out?

None. Eleven positions were cut from budget, but no permanent staff were laid off.

3) Explain disposition of employees if they were not laid off.

Permanent employees moved to positions in other parts of Juvenile Hall formerly filled by on-call staff.

4) What percent of a City employee's time is spent on services to be contracted out?

50% of 1 - 8414 Supervising Probation Officer 100% of 2 - 8318 Counselor II
100% of 1 - 8442 Senior Probation Officer 100% of 14 - 8320 Counselor
100% of 3 - 8440 Probation Officer

5) How long have the services been contracted out?

The contract with Youth Advocates for Central Receiving Facility was entered into by Juvenile Probation on February 1, 1984. That contract was expanded to include Shelter and Intake for status offenders April 1, 1988.

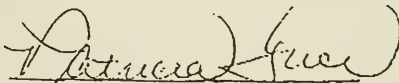
6) When was the first fiscal year for a Proposition J certification?

The first fiscal year for the Central Receiving Facility contract was 1983/1984. The first fiscal year for the expanded contract was 1988/1989.

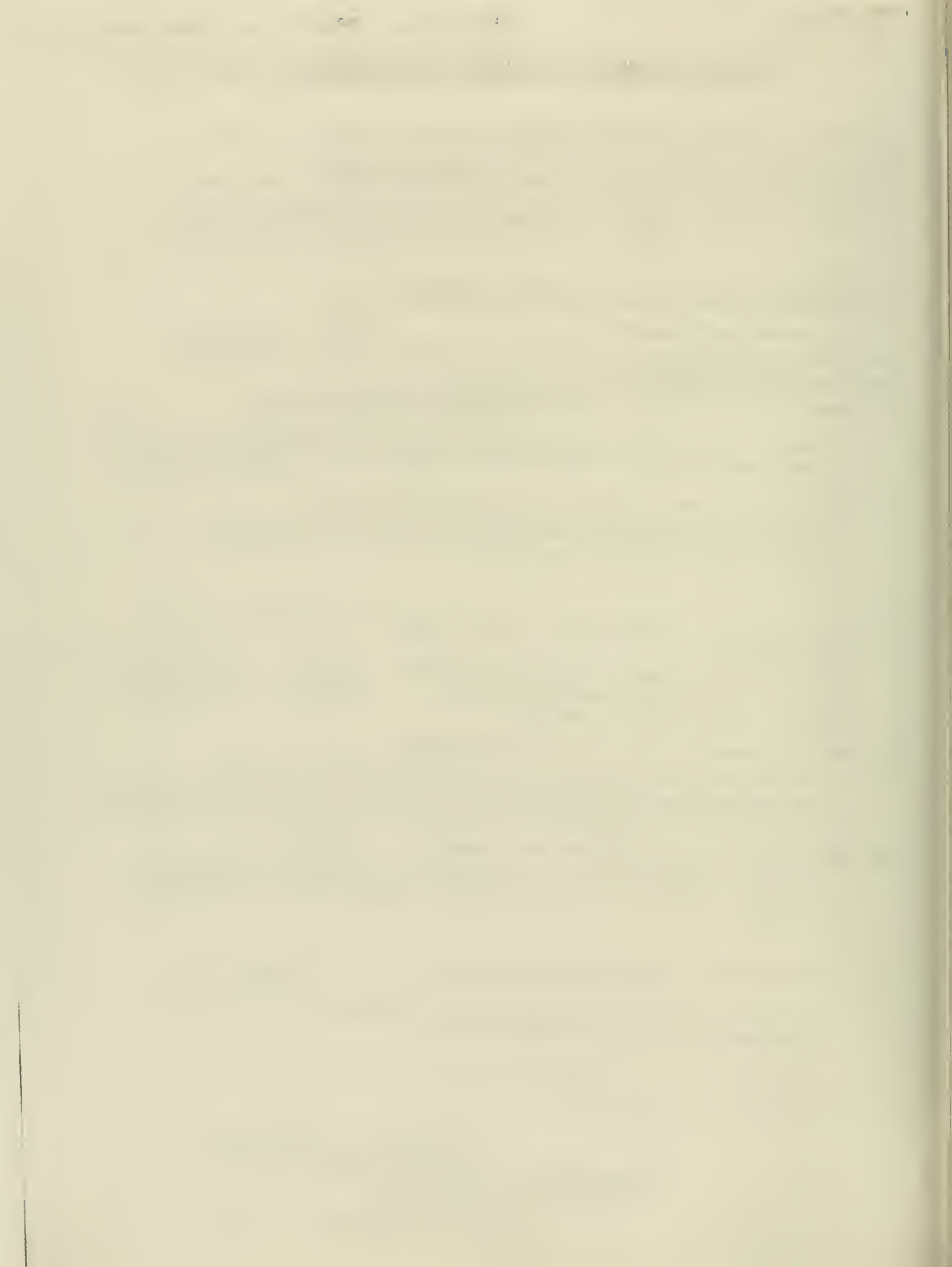
7) How will contract services meet the goals of your MBE/WBE Action Plan?

Extensive outreach was accomplished at the Request for Qualifications stage seeking potential MBE/WBE providers.

Youth Advocates is a non-profit agency so it does not fall within the purview of MBE/WBE goals.


Department Representative

753-7560



Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 11 - File 25-93-9

Department: Department of Social Services (DSS)

Item: Resolution concurring with the Controller's certification that security services can continue to be practically performed at the Department of Social Services by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Security Services at various DSS locations

Description: The Controller has determined that contracting for security guard services in Fiscal Year 1993-94 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salaries	\$749,916	\$849,712
Benefits	198,556	215,352
Operating Expenses	<u>16,875</u>	<u>16,875</u>
Total	\$965,347	\$1,081,939
<u>Contract Costs</u>	<u>627,166</u>	<u>627,166</u>
<u>Estimated Savings</u>	\$338,181	\$454,773

Comments:

1. Mr. Noel Hartline of the DSS reports that the DSS has contracted out for security guard services since 1976.
2. The current one-year contract with a one-year extension, which expires on July 31, 1993, is with Burns International Security Services. Mr. Hartline states that a new contractor for Fiscal Year 1993-94 will be selected through a Request for Proposal (RFP) process.
3. The contracted service cost used for the purpose of this analysis is based on projected contract costs for Fiscal Year 1992-93.
4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

CHARTER 8.300-1 (PROP J) QUESTIONNAIRE

Department SOCIAL SERVICES 45Contract Services Security Services →For the term starting approximately 9/1/93 through 8/30/94

- 1) Who performed services prior to contracting out?

It was contracted out since the service was established

- 2) Number of employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were laid off.

n/a

- 4) What percent of a City employee's time is spent on services to be contracted out?

None

- 5) How long have the services been contracted out? →

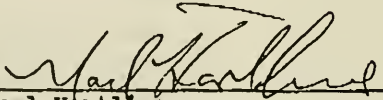
22 years

- 6) When was the first fiscal year for a Proposition J certification?

1983

- 7) How will contract services meet the goals of your MBE/WBE action plan?

It will conform to the plan


Noel Hartline
Sr. Management Assistant558 6400 →

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 12 - File 27-93-10

Department: San Francisco International Airport

Item: Ordinance approving Modification No. 4 of the Lease and Use Agreement between Delta Air Lines, Inc., and the City and County of San Francisco, acting by and through its Airports Commission.

Description: The existing lease with Delta Air Lines, Inc. is for a 30-year term from July 1, 1981 to June 30, 2011.

The proposed ordinance would modify Section 203 of the Airport Lease and Use Agreement between Delta Air Lines, Inc. and the City which concerns the terminal area space at Boarding Area "A" in the South Terminal Building. Specifically, the proposed ordinance would modify the square footage stipulated in the lease to the measurements of the space actually being leased by Delta Air Lines, Inc. Section 203 of the lease agreement for the lease of various categories of space by Delta Air Lines, Inc. would be amended to decrease the leased space by 3,277 square feet as follows:

South Terminal/Boarding Area "A"

	<u>Square Feet</u>		
	<u>Current</u>	<u>Proposed</u>	<u>Change</u>
<u>Exclusive Use Areas</u>			
Category I	19,702	18,940	(762)
Category II	22,140	21,252	(888)
Category III	27,328	25,701	(1,627)
Category IV	<u>10,349</u>	<u>10,349</u>	<u>0</u>
Subtotal Square Feet	79,519	76,242	(3,277)
<u>Joint Use Areas</u>			
Category II	3,304	3,304	0
Category IV	<u>5,597</u>	<u>5,597</u>	<u>0</u>
Subtotal Square Feet	8,901	8,901	0
Total Square Feet	88,420	85,143	(3,277)

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

The lease defines Airport space categories as follows:

Category I	Ticket Counters and Hold Rooms (waiting areas by gates)
Category II	Ticket Counter Back Offices, VIP Clubs, Baggage Claim Lobbies
Category III	Administrative and Operations Offices(basement level)
Category IV	Baggage Handling Areas
Exclusive Use Areas	Spaces which are exclusively occupied by Delta Air Lines, Inc.
Joint Use Areas	Spaces which Delta Air Lines, Inc. shares with other airlines

The proposed resolution would also modify Section 402 of Article IV of the Agreement which describes the monthly rent which Delta Air Lines, Inc. pays to the City. The proposed modifications of Section 402 are as follows:

	<u>Rent Per</u> <u>Square Foot</u>	<u>M o n t h l y R e n t</u>		
		<u>Current</u>	<u>Proposed</u>	<u>Change</u>
<u>Monthly Rent</u>				
<u>Exclusive Use Areas</u>				
Category I	\$44.35	\$873,784	\$839,989	(\$33,795)
Category II	33.26	736,376	706,842	(29,534)
Category III	22.18	606,135	570,048	(36,087)
Category IV	11.09	<u>114,770</u>	<u>114,770</u>	<u>0</u>
Subtotal		\$2,331,065	\$2,231,649	(\$99,416)
<u>Monthly Rent</u>				
<u>Joint Use Areas</u>				
Category II	\$33.26	\$109,891	\$109,891	0
Category IV	11.09	<u>62,071</u>	<u>62,071</u>	<u>0</u>
Subtotal		\$171,962	\$171,962	0
Total		\$2,503,027	\$2,403,611	(\$99,416)

Comments:

1. Modification No. 4 of the Lease and Use Agreement between Delta Air Lines, Inc. and City and County of San Francisco was adopted on April 20, 1993, by the Airports Commission.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

2. As reflected above, the proposed modification to Delta Air Lines, Inc.'s lease would result in decreased revenue of \$99,416 from Delta Air Lines' lease of "exclusive use areas" and no change from Delta Airlines' lease of "joint use areas."

3. The proposed amended annual revenues payable to the Airport by Delta Air Lines, Inc. would have an effective date of March 1, 1993. Mr. Peter Nardoza of the San Francisco International Airport reports that the San Francisco International Airport has decreased Delta Air Lines, Inc.'s monthly rent by \$99,416 which has resulted from the 3,277 sq. ft. decrease in Delta's leased space.

4. The attached letter from Ms. Gittens pertaining to similar modifications with the other airlines at the Airport explains that the modifications to Delta Air Lines, Inc.'s lease has no revenue implications to the Airport.

Recommendation: Approve the proposed resolution.

p. 2



San Francisco International Airport

GATEWAY TO THE PACIFIC

May 6, 1993

copy
 Jackson
 Rosen
 Jeanpierre
 K. Ho
 K. Brooks
 A. Turpen
 or of Airports

Honorable Terence Hallinan, Chair
 and Members
 Government Efficiency and Labor Committee
 Board of Supervisors
 Room 235, City Hall
 San Francisco, CA 94102

Subject: Modification of Northwest Lease No. 82-0119 and Alaska Lease No. 82-0314

Dear Supervisor Hallinan and Members:

The Budget Analyst has raised questions regarding the effective date and revenue implications of the Modification of the aforementioned Leases approved by Airports Commission Resolution Numbers 93-0075 and 93-0074 respectively. The Airport chose an effective date of April 1, 1993 for the following reasons:

- There are no revenue implications to the Airport regardless of the effective date. The adjustments that are now being addressed only affect the way the Terminal costs are being spread among the airlines using the Complex.
- As the audit uncovered, while one airline may have been underbilled, as in the case of Northwest, another airline was overbilled as will be evident when the Modification of Delta Lease No. 82-0115 is forwarded for approval.
- Original measurements were, in many instances, drawn from construction drawings and did not reflect the final "as built" measurements. The field audit corrected this.

I trust that this satisfactorily covers the questions that have been raised.

Very truly yours,

Angela Gittens
 Deputy Director of Airports
 Business and Finance

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 13 -File 89-93-5

Department: Office of the Mayor, Employee Relations Division

Item: Resolution authorizing the enrollment of classifications 9206 Airport Property Specialist I, 9207 Airport Property Specialist II, 9208 Director of Airport Property Management, and 9255 Airport Economic Planner in the State Disability Insurance (SDI) Program.

Description: The proposed resolution would authorize enrollment of Classifications 9206 Airport Property Specialist I, 9207 Airport Property Specialist II, 9208 Director of Airport Property Management and 9255 Airport Economic Planner in the State Disability Insurance Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City because the Controller's payroll/personnel system is already programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently the payroll deduction is 1.3 percent of the first \$31,767 of gross salary for each employee (maximum of \$412.97 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

The following classifications which are not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Classification</u>	<u>Number of Employees</u>
9206 Airport Property Specialist I	5
9207 Airport Property Specialist II	2
9208 Director of Airport Property Management	1
9255 Airport Economic Planner	1

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Comments: The Employee Relations Division (ERD) reports receiving applications requesting SDI coverage signed by all of the employees identified above.

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 14 - File 112-93-1

1. The proposed resolution would designate certain newspapers of the City and County of San Francisco, commencing July 1, 1993, for specified categories of official advertising.

2. Pursuant to Section 2.81 of the Administration Code, the proposed resolution would designate the San Francisco Examiner as (1) the newspaper for official advertising which must be published on two or more consecutive days or which must be published in accordance with Section 2.200 or 2.201 of the Charter for special meetings of the Board of Supervisors and its standing or special committees and (2) as the newspaper for official advertising which is required by law to be published one time, other than one-time advertising related to special meetings of the Board of Supervisors and its standing or special committees, and all official advertising which is required by law to be published more than one time but not more than three times a week for a specified number of weeks.

Comments

1. The Purchasing Department currently contracts with the San Francisco Examiner and the San Francisco Independent for the provision of official advertising services. These contracts are due to expire June 30, 1993. The Purchasing Department reports that an Invitation for Bids was issued on March 21, 1993. In response to the Invitation for Bids, the Department received a total of five bids. Bidders were required to submit typeset samples. The low bidder was determined by the lowest total cost for the required typeset samples. The Purchasing Department reports that the rate charged per line is not used as the measure for comparison of cost between newspapers because of the possible differences in the column-width and type face used by various newspapers. According to the Purchasing Department, physical differences in column-width, character size and spacing determine how many characters can be typeset per line. This potential variance in the number of characters per line makes the rate charged per line an inappropriate measure for comparison and determining lowest cost.

The Purchasing Department reports that the San Francisco Examiner was selected by the Department as the lowest bidder for both categories of official advertising as described above. A comparison of the total five bids for the two bid items is as follows:

Bid Item I - Publication of Ads for Consecutive Days

<u>Newspaper</u>	<u>Total Cost of Typeset Samples</u>
San Francisco Examiner	\$282.80
San Francisco Chronicle	519.14

Bid Item II - Publication of Ads for Single or Non-Consecutive Days

<u>Newspaper</u>	<u>Total Cost of Typeset Samples</u>
San Francisco Examiner	\$282.80
San Francisco Independent	400.44
San Francisco Chronicle	519.14

2. The Purchasing Department reports that the San Francisco Examiner would for billing purposes charge the City \$1.40 per line Monday through Saturday for Bid Item I advertising, a decrease of approximately 38.6 percent from the current rate of \$2.28. For Bid Item II advertising, the San Francisco Examiner would also charge the City \$1.40 per line Monday through Saturday, a decrease of approximately 40.4 percent from the current rate of \$2.35 charged by the San Francisco Independent. For Sundays the San Francisco Examiner would charge the City \$3.58 per line, a decrease of approximately 3.5 percent from the current rate of \$3.71 charged by the San Francisco Examiner.

3. The FY 1992-93 budget and the proposed FY 1993-94 budget include the following amounts for the City's consecutive and non-consecutive categories of official advertising:

	<u>1992-93 Budget</u>	<u>Proposed 1993-94 Budget</u>
Board of Supervisors	\$248,432	\$263,726
Purchaser	8,000	6,000
Department of Public Works	95,000	97,000
City Planning	45,750	50,325
Port	119,190	119,090
Public Utilities Commission	25,000	25,000
Airport	<u>2,500</u>	<u>2,500</u>
Total	\$543,872	\$563,641

Recommendation

Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 15 - File 172-93-22

Department: Department of Social Services (DSS)

Item: Resolution authorizing the Department of Social Services to enter into a contract with the State Department of Health Services in order to receive incentive payments for identifying and reporting third party health care coverage available to Medi-Cal beneficiaries, and authorizing the DSS to retain any incentive payments earned for the purpose of enhancing the Department's staff development programs: providing for ratification of action previously taken.

Amount: Up to a maximum of \$164,500 for three years (up to \$23,500 for FY 1992-93 and up to \$70,500 each for FY's 1993-94 and 1994-95)

Source of Funds: State Department of Health Services

Contract Period: March 1, 1993 to June 30, 1995

Description: Pursuant to the State Welfare and Institutions Code Section 14124.92, the State Department of Health Services is authorized to offer incentive payments to County welfare departments for identifying and reporting third party health care coverage held by Medi-Cal beneficiaries in order to reduce the public cost of medical care.

Under the proposed contract, the State Department of Health Services (SDHS) will pay DSS \$50 per report which identifies third party liability for patients whose health care would otherwise be fully paid for by Medi-Cal funds.

The DSS reports that the Department's specific responsibilities under the proposed contract would include (1) the development and submission of a plan to the State aimed at improving the identification of third party health coverage (such plan would encompass all staff engaged in obtaining health insurance information, including AFDC Cash Grant and Medically Needy programs), (2) the identification of third party health coverage under which Medi-Cal beneficiaries are entitled to receive benefits, and (3) the completion of a Health Insurance Questionnaire for each Medi-Cal case consisting of at least one beneficiary covered by third party liability.

The proposed resolution would authorize the DSS to retain any \$50 incentive payments received from the State for the purpose of enhancing the DSS's staff development programs. As noted above, the State has committed to providing the City up to

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

\$23,500 in incentive payments for FY 1992-93. However, Mr. Walter Maciak of the DSS advises that the Department estimates that it will actually receive only approximately \$1,000 in incentive payments for FY 1992-93 primarily because of the start-up time required to implement the program. If the proposed resolution is approved, the DSS plans to expend the estimated \$1,000 on staff training. Mr. Maciak further advises that based on experience, the DSS estimates that under the proposed contract, that the City will receive no more than an estimated \$17,600 or approximately 25 percent of the maximum amount of \$70,500 each year for FY 1993-94 and 1994-95.

Comments:

1. Mr. Maciak indicates that one of the primary reasons that DSS estimates that the City will receive no more than approximately \$17,600 each for FY's 1993-94 and 1994-95 is because the State is often able to identify on their own the Medi-Cal beneficiaries with access to major third party insurers (i.e. Kaiser). As such, the DSS is limited primarily to being reimbursed for identifying Medi-Cal beneficiaries with access to small third party insurers. According to Mr. Maciak, those Medi-Cal beneficiaries with access to small third party insurers, as opposed to major third party insurers, are fewer in number and are more difficult to identify.

2. As noted above, the proposed contract has an effective date of March 1, 1993. As such, the proposed resolution provides for ratification of action previously taken.

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Item 16 - File 230-93-1

Item: Resolution acknowledging the award of a grant by the California Judicial Council to the San Francisco Court Appointed Special Advocates

Grant Amount: \$10,000

Source of Funds: California Judicial Council

Project: San Francisco Court Appointed Special Advocates (CASA)

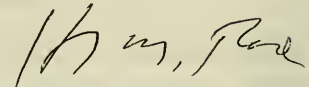
Description: The San Francisco CASA, a non-profit organization which advocates for children, is required by the California Judicial Council (grantor) to request a resolution of approval from the Board of Supervisors to accept the grant award.

CASA is an organization which recruits, screens, and trains community volunteers to monitor the individual needs of children in foster care, the adults in their lives, their living conditions, etc. The San Francisco CASA program addresses the needs of these children on an individual level, as each CASA volunteer makes a commitment of 18 months and is assigned to a child to examine his/her individual needs and circumstances and make recommendations to the Juvenile Court accordingly. There are 500 CASA programs nation-wide and 23 CASA programs in California which serve 23 counties.

- Comments:**
1. Ms. Adrienne Hirt of the San Francisco CASA reports that this is the third consecutive year that the CASA has received reimbursement funds for the program through the California Judicial Council (Council). In accordance with Council requirements, each CASA program that is a recipient of the Council grant is required to formally notify, upon the award of the grant, its respective county Board of Supervisors in order to obtain approval from the Board of Supervisors to accept the grant. Ms. Hirt states that the purpose of Board of Supervisors involvement in this grant is to insure that there is only one CASA program per county. Because the Council requires county awareness of the grant award, approval by the San Francisco Board of Supervisors to accept the grant on behalf of the San Francisco CASA organization is required.
 2. Ms. Hirt advises that the Council grant of \$10,000 must be obtained by the CASA by June 30, 1993 or the CASA will not receive the funds.

Memo to Government Efficiency and Labor Committee
June 2, 1993 Government Efficiency and Labor Committee Meeting

Recommendation: Approve the proposed resolution


Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Bierman
President Alioto
Supervisor Achtenberg
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Barbara Kolesar
Ted Lakey

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REGULAR MEETING OF
GOVERNMENT EFFICIENCY & LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JUNE 16, 1993 - 10:00 A.M.

ROOM 228, CITY HALL

PRESENT: SUPERVISORS HALLINAN, KAUFMAN, LEAL

CLERK: MARY L. RED

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m., the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Government Efficiency & Labor Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and consider as a separate item:
 - (a) File 30-92-4.2. [AB 75 Capital Outlay Plan] Resolution authorizing amendment to the AB 75 Capital Outlay Plan for the City and County of San Francisco, as adopted by Resolutions No. 125-91 and 822-91 to revise one San Francisco Department of Public Health/Mental Health Services Project, and to add one San Francisco DPH/Mental Health Services Projects. (Also see Files 146-91-4, 146-91-4.2, 30-92-4 and 30-92-4.1) (Department of Public Health)
 - (b) File 68-93-5. [Summer Food Program] Resolution authorizing the Mayor to apply for, accept and expend \$950,000 from the United States Department of Agriculture (USDA) to sponsor the Summer Food Service Program for needy children. (Mayor)
 - (c) File 94-91-4.7 [Release of Funds] Requesting release of reserved funds, Public Utilities Commission, in the amount of \$2,458,100 to fund portion of the J/M Layover Project, Municipal Railway Construction Contract No. MR-895, 19th Avenue Improvement Project - Phase I (contractor Stacy & Witbeck). (Public Utilities Commission)
 - (d) File 153-93-2. [Grant - Federal Funds] Resolution authorizing the Department of Social Services to apply for a Federal grant in the amount of \$100,000 which includes indirect cost of \$5,660 from the U.S. Department of Agriculture, Food and Nutrition Service, for Food Stamp Outreach and Client Assistance Services; providing for ratification of action previously taken. (Department of Social Services)

ACTION:

REGULAR CALENDAR

2. File 25-93-4. [Contracting Out City Services] Resolution Concurring with the Controller's certification that inpatient dental services can be practically performed for the Department of Public Health, Laguna Honda Hospital by private contractor for a lower cost than similar work services performed by City and County employees. (Department of Public Health)

(Continued from 6/2/93)

ACTION:

3. File 25-93-7. [Contracting Out City Services] Resolution concurring with the Controller's certification that revenue collection services for parking meters of the Department of Parking and Traffic can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Department of Parking and Traffic)

(Continued from 6/2/93)

ACTION:

4. File 97-93-10. [Reciprocal Benefits] Ordinance amending Administrative Code by adding Section 16.55-7, regarding internal reciprocity of pension benefits within the Retirement System. (Supervisor Conroy)

(Continued from 6/2/93)

ACTION:

5. File 112-93-1. [Official Newspaper] Resolution designating certain newspapers to be official newspapers of the City and County of Official Advertising. ((Supervisor Hallinan)

(Continued from 6/2/93)

ACTION:

6. File 25-93-10. [Contracting Out City Services] Resolution approving the Controller's certification that the San Francisco "O.R." Project for the City and County of San Francisco can practically be performed by private contraction at a lower cost for the year commencing July 1, 1993 than if work were performed by City and County employees. (Sheriff Department)

ACTION:

7. File 25-93-11. [Contracting Out City Services] Resolution approving the Controller's certification that the Pretrial Diversion Program for the City and County of San Francisco can practically be performed by private contraction at a lower cost for the year commencing July 1, 1993 than if work were performed by City and County employees. (Sheriff Department)

ACTION:

8. File 25-93-12. [Contracting Out City Services] Resolution approving the Controller's certification that the Eviction Assistance Program for the City and County of San Francisco can practically be performed by private contraction at a lower cost for the year commencing July 1, 1993 than if work were performed by City and County employees. (Sheriff Department)

ACTION:

9. File 25-93-13. [Contracting Out City Services] Resolution approving the Controller's certification that County Jail Food Management Operations for the City and County of San Francisco can practically be performed by private contraction at a lower cost for the year commencing July 1, 1993 than if work were performed by City and County employees. (Sheriff Department)

ACTION:

10. File 25-93-14. [Contracting Out City Services] Resolution concurring with the Controller's certification that assistance to certain victims of crime and education in community anti-street violence can be practically performed for the District Attorney's Victim Witness Assistance Program by a private contract for a lower cost than similar work services performed by City and County employees. (District Attorney)

ACTION:

11. File 39-93-1. [Grand Jury Reports] Transmitting the 1992-93 Civil Grand Jury Reports of City and County of San Francisco. (Grand Jury)

San Bruno Jail No. 3/Kitchen Inspection, released 4/8/93
City Planning Dept. and the Master Plan, released 4/21/93

ACTION:

12. File 61-93-4. [Contract Award Extension] Resolution granting extension of time for awarding San Francisco Water Department Contract No. WD-2089R, 12 and 8-inch ductile iron main installation in Powell Street between Lombard and Jefferson Streets and Mason Street between Lombard and Chestnut Streets. (Public Utilities Commission)

ACTION:

13. File 64-93-8. [Extension of Existing Real Property Lease] Resolution authorizing extension of an existing lease of real property at 1975-99 Bryant Street for the Department of Parking and Traffic. (Real Estate Department)

ACTION:

14. File 64-93-9. [Extension of Existing Real Property Lease] Resolution authorizing extension of an existing lease of real property at 160 South Van Ness Avenue for the Controller's Payroll and Internal Audits Division. (Real Estate Department)

ACTION:

15. File 32-93-1. Hearing to consider Viacom's current policies and rate schedule. (Supervisor Bierman)

ACTION:

CLOSED SESSION

16. File 45-93-38. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Victoria Got against the City and County of San Francisco, by payment of \$65,000. (City Attorney)

ACTION:

17. File 45-93-39. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Patricia Bright against the City and County of San Francisco, by payment of \$16,666.66. (City Attorney)

ACTION:

18. File 45-93-48. [Settlement of Litigation] Ordinance approving the dismissal of litigation of Eureka Federal Savings and Loan Association of San Francisco and the City and County of San Francisco for no money payment. (City Attorney)

ACTION:

19. File 46-93-9. [Settlement of Lawsuit] Ordinance authorizing settlement of Daniel Hubbard and Karen Hubbard v. American Rubber Manufacturing Company, Inc., et al., upon receipt of the sum of \$5,000 and a compromise and release and dismissal of complaint. (City Attorney)

ACTION:

20. File 48-93-14. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Sam San Filippo, by payment of \$9,063.33. (City Attorney)

ACTION:

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CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

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TO: Government Efficiency and Labor Committee

FROM: Budget Analyst

SUBJECT: June 16, 1993 Government Efficiency and Labor Committee Meeting

Item 1a - File 30-92-4.2

Department: Department of Public Health (DPH)

Item: Resolution authorizing an amendment to the AB 75 Capital Outlay Plan for the City and County of San Francisco, as adopted by Resolutions No. 125-91 and 822-91, to revise one San Francisco Department of Public Health/Mental Health Services Project, and to add one San Francisco DPH/Mental Health Services Projects.

Amount: \$26,375

Description: The Board of Supervisors previously approved legislation (File 146-91-4) authorizing the DPH to adopt the AB 75 Capital Outlay Plan and authorizing the DPH to expend the grant allocation of \$3,991,643 from the AB 75 Capital Outlay Fund for county and private hospital and non-hospital capital outlay purposes including facility repairs, renovation, remodeling, expansion, acquisition and equipment needs. The State requires that no less than 67 percent of the Fund be allocated to hospitals and no more than 33 percent be allocated to non-hospital facilities, including outpatient clinics, mental health facilities, public health clinics and community-based or free clinics.

In September of 1991, the Board of Supervisors approved legislation (File 146-91-4.2) which authorized an amendment to the AB 75 Capital Outlay Plan, to reallocate \$303,979 from one Mental Health project and to substitute in its place seven separate Mental Health capital outlay projects. The DPH is now proposing to amend the AB 75 Capital Outlay Plan to revise one of these seven Mental Health Services projects and to add one new project.

Revise Previously Approved Project \$10,800

The DPH reports that the previously approved project to replace heating, plumbing and electrical systems at the Northeast Lodge was estimated to cost \$37,375. The Northeast Lodge is affiliated with the California Pacific Medical Center and is contracted by the DPH, Community Mental Health Services to provide residential psychiatric treatment services. However, the DPH advises that the actual cost of the project for Northeast Lodge was \$10,800, or \$26,575 less than the original estimate. The \$10,800 was used to replace the heating system serving all treatment rooms and patient living spaces in order to be in compliance with the San Francisco Fire Code. According to Ms. Judith Stevenson of the DPH, the Department has decided not to make a long term commitment with this facility and therefore does not wish to pursue the originally approved renovation projects. The \$26,575 remaining from the total budget amount (\$37,375 less \$10,800) would be used for the proposed new project.

Addition of New Project \$26,575

The DPH is proposing to transfer the unused \$26,575 for another residential program under contract with the DPH and affiliated with California Pacific Medical Center - the Westside Lodge. The Westside Lodge is a Residential Psychiatric Facility which provides 24 hour mental health treatment to acutely ill clients. The proposed project of \$26,575 would fund construction renovations to Westside Lodge's kitchen area, dining area, ventilation system, reception area and hallway.

Comment:

Mr. Raymond Baxter of the DPH reports that upon Board of Supervisors approval of the proposed resolution, the DPH would enter into a standard agreement with the Westside Lodge and would amend its standard agreement with the Northeast Lodge, specifying the requirements and procedures for the organizations to expend AB 75 Capital Outlay funds. The organizations would provide necessary program reports and expenditure documentation to the DPH.

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

Item 1b - File 68-93-5

Department: Mayor's Office of Children, Youth and Their Families (MOCYF)

Item: Resolution authorizing the MOCYF to apply for, accept and expend \$950,000 from the United States Department of Agriculture to sponsor the Summer Food Service Program for needy children.

Grant Amount: \$950,000

Grant Period: May 1, 1993 through May 1, 1994

Source of Funds: United States Department of Agriculture (USDA)

Project: Summer Food Service Program

Description: The proposed grant of \$950,000 is a continuation grant in order for the Mayor's Office of Children, Youth and Their Families to operate the Summer Food Service Program (SFSP) which is primarily funded by a grant that is provided by the USDA. The SFSP is a seasonal program that operates in the summer months of June through August. The SFSP services youth 18 years of age and under in the San Francisco. Youth are served a lunch and/or a snack at service sites throughout San Francisco. Sites include summer camp, church-operated, San Francisco Recreation and Park, and housing project programs. The MOCYF advises that the proposed grant amount of \$950,000 is incorrect and that the actual grant amount requested is \$767,946.

Budget:	<u>Personnel</u>	<u>FTE</u>	
	Program Coordinator	.32	\$11,376
	Assistant Coordinator	.53	14,448
	Office Assistant	.26	3,068
	Program Monitor (10)	.26	<u>25,665</u>
	Sub-total Personnel	1.37	\$54,557*
	<u>Operating Expenses</u>		
	Reproduction		\$2,000
	Office supplies		1,000
	Telephone		800
	Transportation**		1,350
	Postage		200
	Food		664,319

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

Labor	\$38,720
Non-Food Supplies***	<u>5,000</u>
Sub-total Operating Expenses	<u>\$713,389</u>
Total Project Budget	\$767,946

*Mr. Brenton Lee of the MOCYF advises that because the above FTEs are temporary positions, no fringe benefits are provided.

**Transportation consists of 12 Muni Fast Passes (for 10 Monitors and 2 Coordinators) at approximately \$37 each for \$444 per month (12 x \$37). The Department budgeted its transportation costs with the assumption that Muni Fast Passes will be increasing by \$5, from \$32 to \$37 dollars. Because the program is three months in duration, the Department has budgeted for three months worth of transportation costs for a total of approximately \$1,350 (\$444 x 3 months). Mr. Lee advises that staff will need the Fast Passes to travel to the program sites that will be providing the Summer Food Program Services.

***Non-Food Supplies consists of such items as soap, garbage bags, utensils, etc. Mr. Lee reports that Non-Food Supplies funds can be used for operational expenses only and that if there are leftover monies in this account after the Summer Food Program is over, the remaining monies will be returned to the grantor.

- Required Match:** None
- No. of Persons Served:** Approximately 5,500 San Francisco youths
- Indirect Costs:** Provision for indirect costs are prohibited by the granting agency
- Comment:** Mr. Lee advises that expenditures have been incurred against this grant for the Summer Food Service Program. Therefore, the proposed resolution should be amended to provide for ratification of action previously taken.
- Recommendations:**
1. Amend the proposed resolution to provide for ratification of action previously taken and to reflect the correct grant amount of \$767,946 in the title and body of the proposed legislation instead of \$950,000 as is currently stated.
 2. Approve the proposed resolution as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

Item 1c -File 94-91-4.7

Department: Public Utilities Commission (PUC)
Municipal Railway

Item: Release of reserved funds to fund portion of the J/M Layover - 19th Avenue Platform and Trackway Improvement Project, Municipal Railway Construction Contract No. MR-895, 19th Avenue Improvement Project - Phase I.

Amount: \$2,458,100

Source of Funds: Federal Transportation Administration (FTA) Section 9 formula assistance funds.

Description: On June 17, 1991, the Board of Supervisors approved Resolution No 529-91 (File 94-91-4) authorizing the Public Utilities Commission (PUC) to apply for, accept and expend \$13,815,120 of Federal Transportation Administration (FTA) Section 9 formula assistance funds and \$3,453,780 from various local match sources totaling \$17,268,900 as follows:

<u>Project Description</u>	<u>Federal</u>	<u>Local</u>	<u>Total</u>
Fixed-Facility Rehabilitation	\$6,674,080	\$1,668,520	\$8,342,600
Miscellaneous Equipment	1,144,500	286,125	1,430,625
Non-Revenue Vehicles	729,304	182,326	911,630
Data Processing & Office Equipment	875,164	218,791	1,093,955
24th & Utah Shop Replacement	449,496	112,374	561,870
Trolley Overhead Reconstruction			
Mission Street	3,035,096	758,774	3,793,870
F-Market Streetcar (PCC) Renovation	526,528	131,632	658,160
Trolley Specification	<u>380,952</u>	<u>95,238</u>	<u>476,190</u>
Total	\$13,815,120	\$3,453,780	\$17,268,900

With the approval of Resolution No. 529-91, the Board of Supervisors reserved \$13,982,500 of the \$17,268,900. To date, \$5,262,793 of the \$13,982,500 has been released per six previous requests for release of reserved funds, as follows:

<u>Request Number</u>	<u>Description</u>	<u>Amount</u>
1	Purchase of Computer Equipment	\$ 94,479*
2	Streetcar Refurbishment	658,160

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

<u>Request Number</u>	<u>Description</u>	<u>Amount</u>
3	Modification to Paint Booth Fans	65,000
4	14 Mission Trolley Overhead Reconstruction	3,793,870
5	Administrative Work to be Performed by In-House Staff	
	Sidewalk and Yard Paving	\$59,673
	Yard Security and Communications	51,977
	System Waste Collection and Removal	60,234
	BART Wet Standpipes, Phase II	117,554
	Cable Car Channel Construction	<u>68,827</u>
		358,265
	Equipment Purchase, Yard Security and Communications	27,063
	Consultant Services, System Waste Collection and Removal	139,766
6	Trolley bus specifications	<u>126,190</u>
	Total	\$5,262,793

The subject release of funds totaling \$2,458,100 would increase the total release of funds from \$5,262,793 to \$7,720,893 leaving a balance of \$6,261,607 on reserve.

The J/M Layover - 19th Avenue Platform and Trackway Improvement Project, included as a Fixed-Facility Rehabilitation Project, will provide safety and accessibility improvement to passenger loading platforms at San Francisco State University and Stonestown Galleria, along with trackway modifications to allow trains to cross over at these locations. Originally, this project was designed with pocket tracks to allow for layover of metro trains. In response to concerns raised by area residents, the PUC approved a revised scope for this project with crossover tracks in lieu of pocket tracks. The subject release of funds would provide for a portion of the total construction for the J/M Layover Project, the construction of the passenger loading platforms as follows:

- removal of existing passenger loading islands and platforms tracks, poles and overhead;
- Widening of MUNI right-of-way to accommodate the construction of two new center loading platforms;
- construction of new tracks and poles in the widened right-of-way; and

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

- revising traffic lanes, narrowing sidewalks, installing new drain pipes and paving and relocating existing signals.

The proposed release of reserves totaling \$2,458,100 would provide for construction contract services as follows:

<u>Description</u>	<u>Amount</u>
Contractual Services:	
Prime Contractor	
Stacy Witbeck	\$1,489,100
MBE/WBE Sub-Contractors	
R & W Concrete (MBE), Concrete Work	\$250,000
Myron Demolition (MBE), Demolition	100,000
Nationwide Construction (WBE), Re-bar	29,000
Gildersleeve Electric (MBE), Electrical	115,000
San Jose Transport (MBE) Ballast Transport	25,000
Mendeliam (MBE) Underground Work	<u>150,000</u>
Subtotal (31.0 % of \$2,158,100 rounded)	669,000
Contingency @ 13.9 percent (rounded)	<u>300,000</u>
Total	\$2,458,100

Comments:

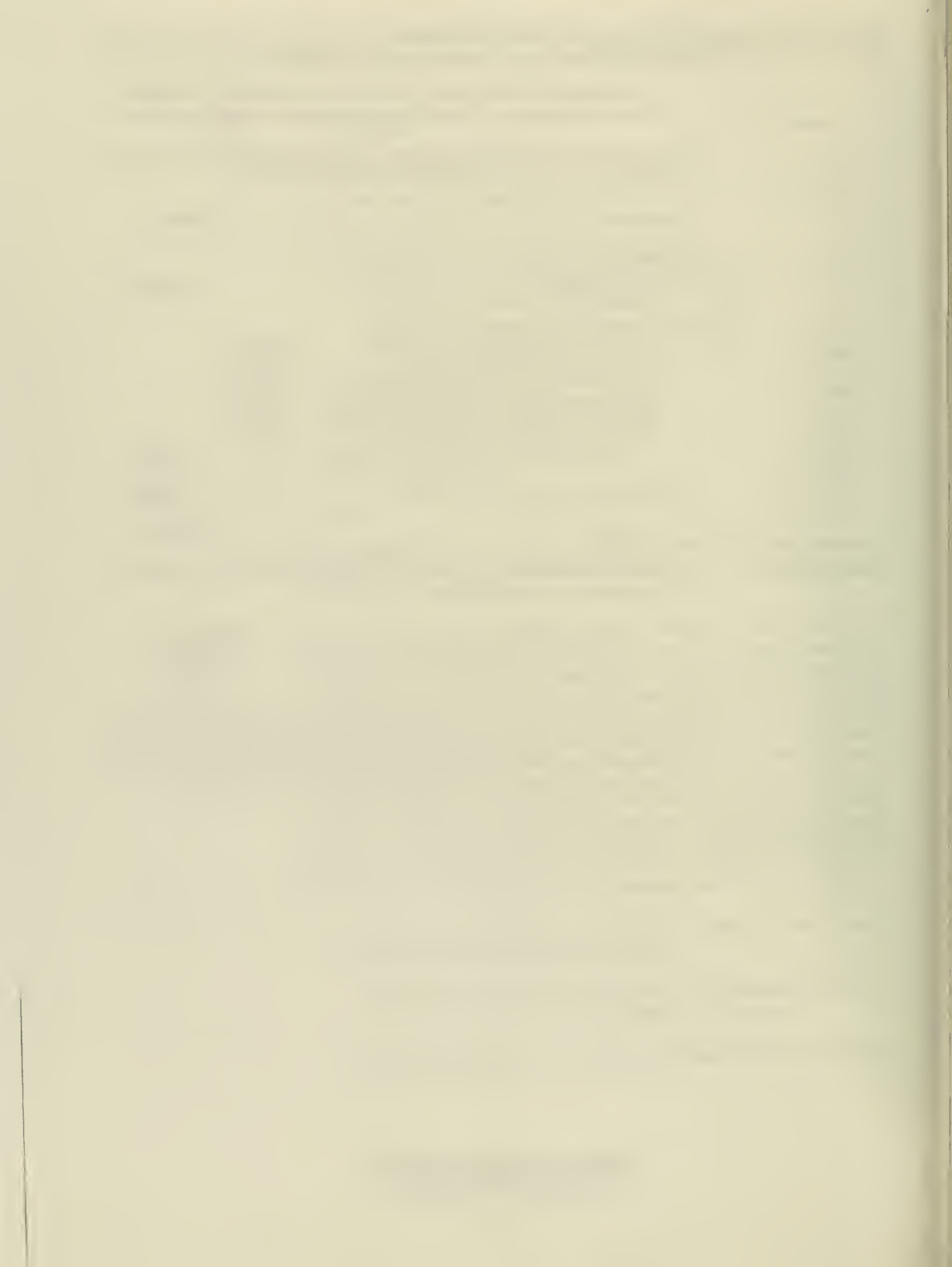
1. Mr. Anson Moran of the PUC advises that PUC received three contract bids as follows:

Stacy & Witbeck	\$2,458,100
A. Ruiz Construction Co.	2,613,249
Homer J. Olsen, Inc.	2,779,350

2. PUC awarded the contract to the lowest bidder, Stacy & Witbeck, on April 27, 1993 after determining that the contractor exceeded the MBE/WBE goal of 30 percent for the total contract (\$2,458,100 less \$300,000 for contingency).

Recommendation: Release the reserve.

BOARD OF SUPERVISORS
BUDGET ANALYST



Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

Item 1d - File 153-93-2

Department: Department of Social Services (DSS)

Item: Resolution authorizing the Department of Social Services to apply for a new Federal grant in the amount of \$100,000, which includes indirect costs of \$5,660, from the U. S. Department of Agriculture, and providing for ratification of action previously taken.

Grant Amount: \$100,000

Grant Period: August 1, 1993 to February 28, 1995 (one year and seven months)

Source of Funds: U. S. Department of Agriculture

Project: Grassroots Food Stamp Outreach

Description: The proposed new Federal grant would be used by the DSS to enhance the services provided by its recently established Food Stamp Outreach Unit. Specifically, the grant funds would be used to pay for (1) contract services to conduct Food Stamp outreach activities aimed at underserved and hard-to-reach groups such as seniors, the disabled, the working poor and the homeless, (2) public relations efforts (i.e., brochures, posters, informational videos, targeted advertisements) and (3) computer equipment (to be used for the development of public relations materials).

Budget: The DSS will provide a detailed budget at the time it submits its request to the Board of Supervisors for authorization to accept and expend the proposed grant.

Required Match: None

No. of Persons to Served: 2,000 seniors, 1,000 disabled persons, 1,000 working poor, and 1,000 homeless persons

Indirect Costs: \$5,660

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

Comments:

1. The DSS advises that the grant application, which had a due date of May 10, 1993, has already been submitted to the Federal grantor. As such, the proposed resolution provides for ratification of action previously taken.
2. Attached is a Summary of Grant Request, as prepared by the DSS, for the proposed grant funds.
3. The DSS has prepared a Disability Access Checklist for the proposed grant program, which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

Item No.: _____

Date: 5/12/93SOCIAL SERVICES COMMISSION - SUMMARY OF GRANT REQUEST

Grantor U.S. Department of Agriculture
 Grantor Contact Person Linda Young
 Address USDA, Food and Nutrition Service
 Contract Management Branch, 3101 Park Center Dr., Telephone 557-5581
 Amount (Requested/Approved) \$100,000 [Rm. 914
 Term From 8/93 To 2/95 [Alexandria, Source of Funds: Federal/State/Other
 [VA 22302
 Board of Supervisors: Finance Committee: Date _____

- I. Action:
 Request to (apply for) (accept and expend) a (new) (continuation) (allocation) grant in the amount of \$ 100,000 for the period beginning 8/93 to 2/95 to provide Food Stamp Outreach services.
- II. Purpose of grant: Provide outreach services to seniors, the disabled, the working poor and homeless group who find it difficult to apply for food stamps for reasons such as stigma, accessibility, disabilities, or lack of knowledge of food stamps eligibility.
- III. Outcomes/Objectives: (including number of clients to be served)
Increase the number of clients eligible to receive food stamps in the target group by 2/95, as follows: 2,000 seniors, 1,000 disabled, 1,000 working poor families and individuals, 1,000 homeless.
- IV. Effects of reduction/termination of these funds:
The impact will be minimal. There are no DSS staff costs to this grant and by the end of the grant period the Department hopes to reach the outer limits of potential applicants from the target groups.

V. Expenditures:

	Col. A (Last Fiscal Year)	Col. B (Current Year if Any)	Col. C (Proposed)	Col. D (Change)	Req. Match
Grant Amount			\$100,000		
Personnel					
Equipment			\$30,923		
Contracts			40,000		
Mat. & Supplies			19,258		
Facilities/Space					
Other			4,159		
Indirect Costs	6%		5,660		

VI. City Civil Service Personnel:

No. & Class	n/a			
No. & Class	n/a			

VII. Brief description of service to be purchased by contract:

To conduct bid for contracts with agencies or individuals for grass-roots outreach and authorized representative efforts.

VIII. Contractual Services: Open Bid X Sole Source _____

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

Item 2 - File 25-93-4

Note: This item was continued at the June 2, 1993 Government Efficiency and Labor Committee meeting in order to determine if a contractor has been selected and if the selected contractor provides health benefits to its employees. The Department of Public Health has not yet selected a contractor.

Department: Department of Public Health

Item: Resolution concurring with the Controller's certification in accordance with Section 8.300-1 (Proposition J) that inpatient dental services can be practically performed for the Department of Public Health, Laguna Honda Hospital by a private contractor for a lower cost than similar services performed by City and County employees.

Services to be Performed: Inpatient dental services at Laguna Honda Hospital

Description: The Controller has determined that contracting for inpatient dental services at Laguna Honda Hospital for Fiscal Year 1993-94 would result in estimated savings as follows:

	<u>Lowest</u> <u>Salary</u> <u>Step</u>	<u>Highest</u> <u>Salary</u> <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$140,545	\$166,427
Benefits	31,692	36,048
Operating Expense	18,240	18,240
Indirect Costs	<u>59,537</u>	<u>59,537</u>
Total	\$250,014	\$280,252
<u>Contract Service Cost</u>	<u>29,951</u>	<u>29,951</u>
Estimated Savings	\$220,063	\$250,301

Comments: 1. Dr. Mary Anne Johnson of Laguna Honda Hospital states that Inpatient Dental Services, a private contractor, has provided on-site dental services since September 1, 1992. This temporary contract will terminate on August 31, 1993. Dr. Johnson states that a new contractor will be selected by a Request For Proposal (RFP) process for services beginning September 1, 1993.

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

2. Prior to September 1, 1992, Laguna Honda Hospital performed dental services with Civil Service personnel. Fiscal Year 1993-94 would be the first year in which the Department of Public Health would contract for dental services.

3. Mr. John Madden, Chief Deputy Controller, requests that the proposed resolution be continued to the call of the Chair in order to allow the Controller's Office time to further analyze the Contract Service Costs included in the Proposition J Certification.

Recommendation: Continue the proposed resolution to the call of the Chair as requested by the Controller's Office.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department: Public Health, Laguna Honda Hospital

Contract Services: On-site dental services for patients of Laguna Honda Hospital

For the term starting approximately September 1, 1993 through August 31, 1994

- 1) Who performed services prior to contracting out? Civil Service employees. One Dentist, classification #2210 and two Dental Assistants, classification #2202.
- 2) Number of City employees laid off as a result of contracting out? One. Dentist, classification #2210.
- 3) Explain disposition of employees if they were not laid off. Two Dental Assistants, classification #2202, were reassigned to other divisions of the Department of Health. One person was placed at the San Francisco General Hospital Dental Clinic and the other person was placed at a District Health Center Dental Clinic.
- 4) What percent of a City employee's time is spent on services to be contracted out? Approximately less than 5% is spent by the Laguna Honda Hospital Contract Administrator to administer and provide liaison contact to the contractor.
- 5) How long have the services been contracted out? Services were first contracted out on Sept. 1, 1992. Laguna Honda Hospital received a Public Health and Safety Emergency contract approval for one year as an interim measure to allow the hospital adequate time to prepare a formal solicitation, negotiate and develop a contract.
- 6) What was the first fiscal year for a Proposition J Certification? First approval is being sought for the 93/94 fiscal year.
- 7) How will contract services meet the goals of your MBE/WBE Action Plan? Current contractor is a local business enterprise certified by the Human Rights Commission. When this contract term expires on 8/31/93, a new contractor will be selected from the Request For Proposal process. All interested MBE/WBE/LBE will be notified and encouraged to bid.

Mary Anne Johnson, M.D.
Department Representative

759-2357
Telephone

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

Item 3 - File 25-93-7

Note: This item was continued at the June 2, 1993 Government Efficiency and Labor Committee meeting in order to determine if a contractor has been selected and if the selected contractor provides health benefits to its employees. Mr. Paul DeLoria of the Department of Parking and Traffic reports that a contractor has not yet been selected.

Department: Department of Parking and Traffic (DPT)

Item: Resolution concurring with the Controller's certification that revenue collection services for parking meters of the Department of Parking and Traffic can continue to be practically performed by a private contractor for lower cost than similar work services performed by City and County employees.

Services to be Performed: Revenue Collection Services

Description: The Controller has determined that contracting for revenue collection services in fiscal year 1993-94 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salaries	\$420,193	\$495,850
Benefits	102,286	120,701
Operating Expenses	<u>93,556</u>	<u>93,556</u>
Total	\$616,035	\$710,107
<u>Contracted Service Costs</u>	<u>372,802</u>	<u>372,802</u>
Estimated Savings	\$243,233	\$337,305

Comments:

1. Mr. Paul DeLoria of the DPT reports that the DPT has contracted out the service for parking meter revenue collection since Fiscal Year 1978-79.
2. The current 2-year contract, which expires June 30, 1993, is with Burns Incorporated. Mr. DeLoria states that a new contractor for Fiscal Year 1993-94 will be selected through a Request for Proposal (RFP) process.

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

3. The contracted service cost used for the purpose of this analysis is based on projected contract costs for Fiscal Year 1993-94.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

MAY-2

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: PARKING & TRAFFIC

CONTRACT SERVICES: Parking Meter Revenue Collection Services

CONTRACT PERIOD: July 1, 1993 - June 30, 1995

- (1) Who performed activity/service prior to contracting out?

Tax Collector's Office

- (2) Number of City employees laid off as a result of contracting out?

None

- (3) Explain disposition of employees if they were not laid off?

N/A

- (4) What percentage of City employee's time is spent on services to be contracted out?

None

- (5) How long have the services been contracted out?

Since March 1978

- (6) What was the first fiscal year for a Proposition J certification?

FY 1978/79

- (7) How will contract services meet the goals of your MBE/WBE Action Plan?

The Contract will be bid and awarded by the Purchaser in accordance with all applicable City ordinance.

Paul DeLoria
Department Representative

554-9825
Telephone

Item 4 - File 97-93-10

Note: This item was continued at the June 2, 1993 Government Efficiency & Labor Committee meeting of June 2, 1993.

Department: Employees Retirement System (ERS)

Item: Ordinance amending the San Francisco Administrative Code by adding Section 16.55-7, regarding internal reciprocity of pension benefits within the City's retirement systems.

Description: The proposed ordinance would amend the Administrative Code by adding a new Section 16.55-7, which would provide the following:

1. When a Miscellaneous Retirement System member transfers to the Police or Fire Departments, the employee would be allowed to leave his or her accumulated retirement contributions in their old plan. Currently, a Miscellaneous Employee in the Employees Retirement System, if the employee transfers to the Police or Fire Plan, is required to withdraw accumulated contributions from that retirement plan, thus making the employee ineligible to receive any benefits from the Miscellaneous Plan when the member retires. The proposed amendment would allow, upon retiring, Employees, who have a vested interest in the Employees Retirement System Miscellaneous Plan, to receive prorated benefits from both the Miscellaneous Employees retirement plan and the applicable Police or Fire Department retirement plans if the Miscellaneous Employee transfers to either the Police or Fire Department.

2. Additionally, under this proposed ordinance, when a uniform employee of the Police or Fire Department transfers to a Miscellaneous department, the uniform employee would be allowed to retain his or her retirement credits earned under the Police or Fire Department retirement plans. Currently, the retirement credits earned by the uniform employees under the Police or Fire Department retirement plans are converted to credits earned under the Miscellaneous Employees Retirement System plan. The credits earned under the Police and Fire Department retirement plans are more valuable than credits earned under the Employees Retirement System for Miscellaneous Employees.

3. Further, under this proposed ordinance, Miscellaneous Employees, and Police and Fire Department Uniform employees, who were previously forced to withdraw their retirement contributions under the Employees Retirement

System when they transferred to different retirement systems, would be allowed to repay those monies to their respective retirement plans, thereby making them eligible to receive prorated Retirement benefits from both the Miscellaneous Employees retirement plan of the Employees Retirement System and the applicable Police or Fire Department retirement plans.

4. These changes will give San Francisco Retirement Plan members the same rights and benefits when transferring within the System as they now have when transferring to a reciprocal plan outside the System.

Comments:

1. Section 8.500 provides that before the Board of Supervisors can take action on ordinances relating to members' retirement benefits, the Employees Retirement System must submit to the Board of Supervisors an actuarial report on the cost and effect of any proposed change in the benefits under the retirement system.

2. Attached is a letter from Mr. Kieran Murphy, Actuary of the Employees Retirement System, describing the background to this proposed ordinance, its effects, and the associated costs. Mr. Murphy states regarding the cost of the proposed ordinance "The cost, however, should be relatively minor. When the Charter amendment was first proposed in mid-1992, the cost was estimated to be approximately \$1 million, on a lump sum basis. There is no further data available upon which to make a more precise estimate. The \$1 million cost would increase the Retirement System's liability and would be paid to the Retirement System by the City over a period of years. If the amortization period used by the Retirement Board were 20 years, the increased annual contributions by the City would be approximately (in the region of) \$60,000."

3. An Amendment of the Whole is being drafted that would add a provision to allow an employee, who takes a leave of absence from one City position to take another City position, to maintain his or her retirement benefits under the prior position while earning retirement benefits under the new position. Mr. Murphy has submitted a second letter (also attached) in response to the proposed Amendment of the Whole.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

City and County of San Francisco

San Francisco City and County
Employees' Retirement System

May 17, 1993

John L. Taylor, Clerk of the Board
Board of Supervisors
Room 235, City Hall
San Francisco, CA 94102

Re: File No. 97-93-10.

Ordinance amending the San Francisco Administrative Code by
adding Section 16.55-7, regarding Internal Reciprocity of
Pension Benefits within the Retirement System.
(Supervisor Achtenberg)

Dear Mr. Taylor:

Charter Section 8.500 requires an actuarial report on the cost and effect of proposed changes in retirement benefits. This letter is intended to provide the required actuarial report regarding the above proposal.

Background to the Proposal

In November 1992, San Francisco voters passed Proposition G, enabling the Board of Supervisors to set up reciprocal pension benefits within the San Francisco Employees' Retirement System. One purpose behind this Charter amendment was to address an inequity which had existed for some time: when Miscellaneous Plan members became Police Officers or Firefighters they were required to take a refund of their Miscellaneous Plan contributions and to lose all benefits earned in that plan. Another reason for the Charter amendment was to provide similar reciprocal benefits to Retirement System members transferring between plans within San Francisco as already existed for members transferring between San Francisco and many other California public plans.

Effect of the Proposal

The proposed ordinance addresses those issues. The main features of the ordinance are as follows:

- it would allow Miscellaneous Plan members transferring to the Police or Fire Plans to leave their Miscellaneous contributions on deposit and, when they eventually retire, to receive a prorated retirement benefit, partly based on their Miscellaneous service credit and partly based on their Police or Fire service credit

- any Police Officer or Firefighter on active duty on or after April 1, 1993 who was forced to accept a refund of Miscellaneous contributions can redeposit those contributions plus interest, recoup the Miscellaneous service lost and receive a prorated pension benefit upon retirement
- it would allow Police Officers and Firefighters to transfer to the San Francisco Miscellaneous Plan and to eventually receive a prorated retirement benefit, based partly on their Police or Firefighter service credit and partly on their Miscellaneous service credit; this is a change from current provisions which require Police Officers or Firefighters transferring to the Miscellaneous Plan to convert their Police or Fire service credit on a one-for-one basis to less valuable Miscellaneous service credit.

The internal reciprocity arrangement set up by the ordinance would contain similar important features and conditions to those found in the California-wide reciprocal agreements of which the San Francisco Retirement System is a part. Included in the internal arrangement are the following:

- internal reciprocity will not apply unless a transfer to a second retirement plan is completed within six months of leaving active membership in the first plan
- the member cannot receive reciprocal benefits unless he or she retires concurrently from all plans
- Final Compensation for retirement purposes will be based on the highest compensation earned by the member while in any plan; however, the appropriate rules (such as inclusion of overtime or not) will be applied according to the provisions of each particular plan.

When these provisions are in place, the overall effect on the configuration of Retirement System benefits and provisions should be positive. A clear inequity will have been addressed, movement between Safety and Miscellaneous City positions will be greatly facilitated, and the rights that Retirement System members now enjoy when they transfer to other reciprocal plans within California will be available for transfer within the City.

Cost of the Proposal

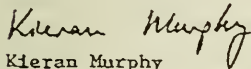
There will be a cost to the proposal. Some proportion of the Police Officers and Firefighters who were forced to receive a refund of their contributions will redeposit those contributions and the Retirement System will become liable for payment of an extra retirement benefit to those individuals. Also, some proportion of Miscellaneous members who become Police Officers or Firefighters in the future will choose to leave their contributions with the

Retirement System and receive a Miscellaneous retirement benefit along with their Police or Firefighter Benefit. In addition, the small number of Police Officers and Firefighters who transfer to the Miscellaneous Plan will receive better retirement benefits than they otherwise would have.

The cost, however, should be relatively minor. When the Charter amendment was first proposed in mid-1992, the cost was estimated to be approximately \$1 million, on a lump sum basis. There is no further data available upon which to make a more precise estimate. The \$1 million cost would increase the Retirement System's liability and would be paid to the Retirement System by the City over a period of years. If the period used by the Retirement Board were 20 years, the increased annual contributions by the City would be approximately \$60,000.

A Retirement System representative will be at the Committee hearings to answer any questions.

Sincerely,



Kieran Murphy
Actuary

cc: Supervisor Terrence Hallinan, Chair, Governmental Efficiency and Labor Committee
Supervisor Barbara Kaufmann
Supervisor Sue Bierman
Ed Harrington, Controller
Teresa Serata, Mayor's Budget Office
Harvey Rose, Budget Analyst
Dan Maguire, Deputy City Attorney
Clare Murphy, General Manager
Mark Mactas, Towers Perrin

City and County of San Francisco

San Francisco City and County
Employees' Retirement System



May 28, 1993

John L. Taylor, Clerk of the Board
Board of Supervisors
Room 235, City Hall
San Francisco, CA 94102

Re: File No. 97-93-10.

Ordinance amending the San Francisco Administrative Code by adding Section 16.55-7, regarding Internal Reciprocity of Pension Benefits within the Retirement System.
(Supervisor Achtenberg)

Dear Mr. Taylor:

This letter is intended to provide supplemental information on the above Ordinance. The particular issue to be reviewed concerns a possible amendment which would have the effect of combining leaves of absence and reciprocity within San Francisco. A more comprehensive report on the ordinance, without this amendment, was sent to you on May 17, 1993.

Background

Reciprocity normally applies when an individual terminates his or her position with one organization within a reciprocal network and begins work for another organization in the network within six months. In such a situation, the individual does not retain any job rights with the first organization; he or she merely retains a right to a prorated retirement benefit. If the individual were to return to work for the first organization, reciprocity would apply only to retirement benefits; it would not require that job rights or benefit rights for future service be based on prior job status.

Unusual circumstances sometimes arise, where an individual does not terminate his or her position with the first organization but instead takes a leave of absence. In that case, the leave of absence status protects the job and pension status in the first organization while the individual is earning retirement benefits in the second organization. The individual is then able to transfer back to the position and level of benefits he had in the first organization. The question has arisen:

Should the ordinance be amended so that if such a transfer were to occur within San Francisco then the individual would be allowed to earn retirement benefits under a different retirement plan while on leave of absence from the first plan and so that reciprocity would be applied to all sets of retirement benefits earned?

Recommendation

As Retirement System Actuary, I recommend that the answer be yes to both parts of the question. That recommendation is based on the following considerations:

- It is important that, unless there exists a good reason to the contrary, reciprocity within San Francisco be consistent with reciprocity between San Francisco and other California public retirement plans; recent inquiries show that if an individual were to take a leave of absence from San Francisco to work for an organization providing pension coverage under a reciprocal plan, reciprocity would be granted by the reciprocal plan.
- It would not violate a basic rule of reciprocal agreements that an individual cannot receive reciprocity for retirement benefits earned concurrently in two plans.
- Even if it were not consistent with external reciprocity, this provision would probably be in the interests of San Francisco in that it would provide the City with greater flexibility in using the skills of the existing workforce.
- It would also give individuals more freedom to plan and carry out career moves.
- The fiscal impact would be minimal; it is expected that very few individuals would be affected and that, even in those cases, the increased costs to the City would not be large.

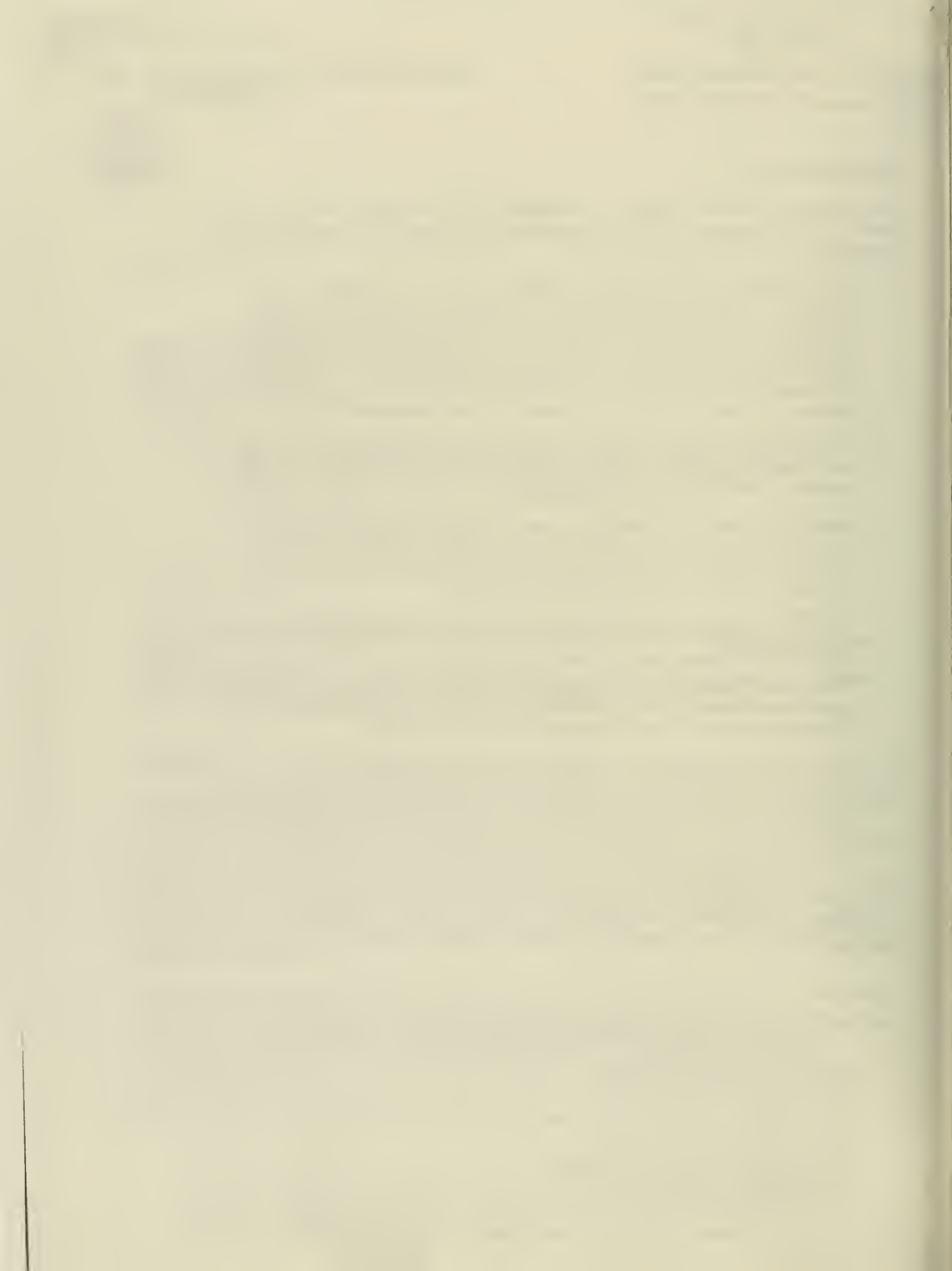
I hope that this information provides sufficient information for consideration of this item. Please call me at 554-1585 if you have any questions.

Sincerely,

Kieran Murphy

Kieran Murphy
Actuary

cc: Supervisor Terrence Hallinan, Chair, Governmental Efficiency
and Labor Committee
Supervisor Barbara Kaufmann
Supervisor Sue Bierman
Ed Harrington, Controller
Teresa Serata, Mayor's Budget Office
Harvey Rose, Budget Analyst
Dan Maguire, Deputy City Attorney
Clare Murphy, General Manager
Mark Mactas, Towers Perrin



Item 5 - File 112-93-1

Note: This item was continued at the June 2, 1993 Government Efficiency and Labor Committee meeting.

1. The proposed resolution would designate certain newspapers of the City and County of San Francisco, commencing July 1, 1993, for specified categories of official advertising.

2. Pursuant to Section 2.81 of the Administration Code, the proposed resolution would designate the San Francisco Examiner as (1) the newspaper for official advertising which must be published on two or more consecutive days or which must be published in accordance with Section 2.200 or 2.201 of the Charter for special meetings of the Board of Supervisors and its standing or special committees and (2) as the newspaper for official advertising which is required by law to be published one time, other than one-time advertising related to special meetings of the Board of Supervisors and its standing or special committees, and all official advertising which is required by law to be published more than one time but not more than three times a week for a specified number of weeks.

Comments

1. The Purchasing Department currently contracts with the San Francisco Examiner and the San Francisco Independent for the provision of official advertising services. These contracts are due to expire June 30, 1993. The Purchasing Department reports that an Invitation for Bids was issued on March 21, 1993. In response to the Invitation for Bids, the Department received a total of five bids. Bidders were required to submit typeset samples. The low bidder was determined by the lowest total cost for the required typeset samples. The Purchasing Department reports that the rate charged per line is not used as the measure for comparison of cost between newspapers because of the possible differences in the column-width and type face used by various newspapers. According to the Purchasing Department, physical differences in column-width, character size and spacing determine how many characters can be typeset per line. This potential variance in the number of characters per line makes the rate charged per line an inappropriate measure for comparison and determining lowest cost.

The Purchasing Department reports that the San Francisco Examiner was selected by the Department as the lowest bidder for both categories of official advertising as described above. A comparison of the total five bids for the two bid items is as follows:

Bid Item I - Publication of Ads for Consecutive Days

<u>Newspaper</u>	<u>Total Cost of Typeset Samples</u>
San Francisco Examiner	\$282.80
San Francisco Chronicle	519.14

Bid Item II - Publication of Ads for Single or Non-Consecutive Days

<u>Newspaper</u>	<u>Total Cost of Typeset Samples</u>
San Francisco Examiner	\$282.80
San Francisco Independent	400.44
San Francisco Chronicle	519.14

2. The Purchasing Department reports that the San Francisco Examiner would for billing purposes charge the City \$1.40 per line Monday through Saturday for Bid Item I advertising, a decrease of approximately 38.6 percent from the current rate of \$2.28. For Bid Item II advertising, the San Francisco Examiner would also charge the City \$1.40 per line Monday through Saturday, a decrease of approximately 40.4 percent from the current rate of \$2.35 charged by the San Francisco Independent. For Sundays the San Francisco Examiner would charge the City \$3.58 per line, a decrease of approximately 3.5 percent from the current rate of \$3.71 charged by the San Francisco Examiner.

3. The FY 1992-93 budget and the proposed FY 1993-94 budget include the following amounts for the City's consecutive and non-consecutive categories of official advertising:

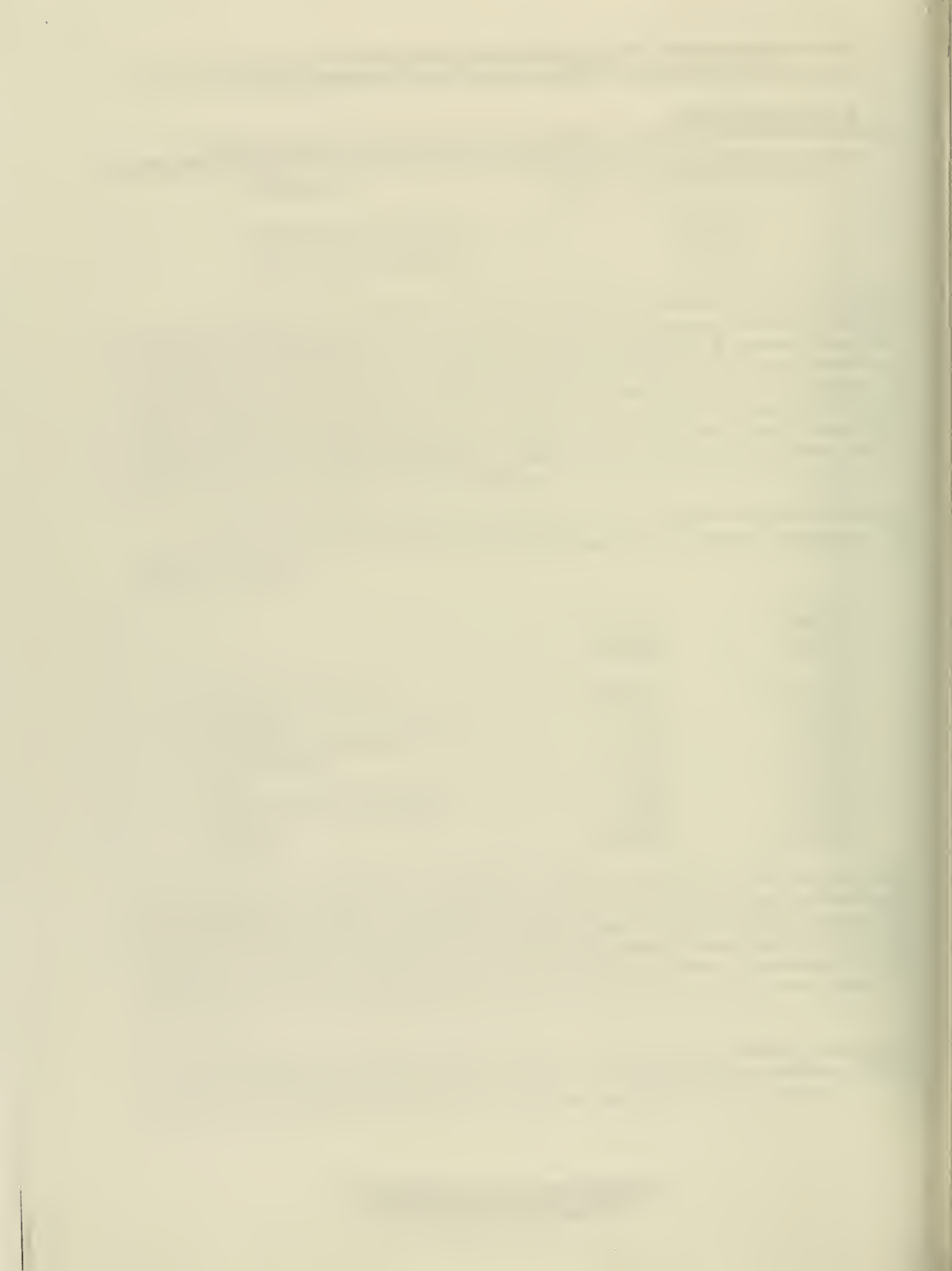
	<u>1992-93</u> <u>Budget</u>	<u>Proposed</u> <u>1993-94</u> <u>Budget</u>
Board of Supervisors	\$248,432	\$263,726
Purchaser	8,000	6,000
Department of Public Works	95,000	97,000
City Planning	45,750	50,325
Port	119,190	119,090
Public Utilities Commission	25,000	25,000
Airport	<u>2,500</u>	<u>2,500</u>
Total	\$543,872	\$563,641

4. Regarding the Committee's concern in awarding a contract to a firm with ties to South Africa, Ms. Julia Ten Eyck of the City Attorney's Office states that the South Africa Ordinance includes a provision that if the lowest bid is more than ten percent or \$50,000 lower than the other bids, the contract should be awarded to the lowest bidder even if the lowest bidder has ties to South Africa. According to the Purchaser's Office, the Examiner's bid was more than ten percent lower than the other bids.

5. Regarding the Committee's concern with the Examiner not providing full service to all areas of the City, the Purchaser's Office is investigating the coverage of all of the bidders for this contract and will report their findings to the Committee.

Recommendation

Approval of the proposed resolution is a policy matter for the Board of Supervisors.



Recommendation

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 6 -File 25-93-10

Department: Sheriff

Item: Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

Services to be Performed: San Francisco Release on Own Recognizance (O.R.) Bail Project Services

Description: The Controller has determined that contracting for own recognizance release services for Fiscal Year 1993-94 for the Sheriff's Department would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salaries	\$708,215	\$838,123
Fringe Benefits	<u>165,816</u>	<u>187,679</u>
Total	\$874,031	\$1,025,802
 <u>Contracted Service Cost</u>	 <u>777,768</u>	 <u>777,768</u>
 <u>Estimated Savings</u>	 \$96,263	 \$248,034

Comments: 1. The Sheriff's Department reports that this service has been provided by an outside contractor since its conception in 1966. It was first certified as required by Charter Section 8.300-1 in Fiscal Year 1977-78.

2. The current one-year contract, which expires June 30, 1993, is with the San Francisco Institute for Criminal Justice. The San Francisco Institute for Criminal Justice is a non-profit organization. The Contracted Service Cost used for the purpose of this analysis is the current contractor's estimate of the O.R. Bail Project cost for Fiscal Year 1993-94. The Sheriff's Department contracts with the San Francisco Institute for Criminal Justice on a sole source basis because no other agency provides this service in the City of San Francisco.

3. The Sheriff's Department reports that the San Francisco Institute for Criminal Justice provides health care coverage for their employees.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contract, is attached.

Recommendation: Approve the proposed resolution.

Charter 8.300-1 (Proposition J) Questionnaire

Department SHERIFF
Contract Services SAN FRANCISCO "OR" BAIL PROJECT
Time Period JULY 1, 1993 - JUNE 30, 1994

1) Who performed services prior to contracting out?

Service was not provided.

2) Number of City employees laid off as a result of contracting out?

None.

3) Explain disposition of employees if they were laid off.

None laid off.

4) What percent of City employee's time is spent on services to be contracted out?

None.

5) How long have services been contracted out?

Since project began in 1966.

6) What was the first fiscal year for a Proposition J Certification?

1977.

7) How will contract services meet the goals of your MBE/WBE Action Plan?

San Francisco "O.R." Bail Project is a non-profit organization.

SENIOR DEPUTY BABE FRANEY
Department Representative

Babe Franey, Senior Deputy - Financial Services Manager
(Type Name, Title)
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Telephone

cxlquespj

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

Item 7 -File 25-93-11

Department: Sheriff

Item: Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for lower cost than similar services performed by City employees.

Services to be Performed: Pre-Trial Diversion Services

Description: The Controller has determined that contracting for these Pre-Trial Diversion services in Fiscal Year 1993-94 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salaries	\$183,131	\$219,239
Fringe Benefits	<u>44,390</u>	<u>50,467</u>
Total	\$227,521	\$269,706
<u>Contracted Service Cost</u>	<u>151,740</u>	<u>151,740</u>
<u>Estimated Savings</u>	\$ 75,781	\$117,966

- Comments:**
1. The Sheriff's Department reports that Pre-Trial Diversion services have been continuously provided by an outside contractor and were first certified as required by Charter Section 8.300-1 in 1977.
 2. The current one-year contract, which expires June 30, 1993, is with the San Francisco Pre-Trial Diversion Project. The San Francisco Diversion Project is a non-profit organization. The Contracted Service Cost used for the purpose of this analysis is the current contractor's estimate of the Pre-Trial Diversion Project cost for Fiscal Year 1993-94. The Sheriff's Department contracts with the Pre-Trial Diversion project on a sole source basis because no other agency provides this service in the City of San Francisco.
 3. The Sheriff's Department reports that the Pre-Trial Diversion Project provides health care coverage for their employees.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contract, is attached.

Recommendation: Approve the proposed resolution.

Charter 8.300-1 (Proposition J) Questionnaire

Department SHERIFF
Contract Services PRE-TRIAL DIVERSION PROJECT
Time Period JULY 1, 1993 - JUNE 30, 1994

- 1) Who performed services prior to contracting out?
Pre-trial Diversion was funded through Federal Grant monies.
Service workers performed the duties.
- 2) Number of City employees laid off as a result of contracting out?
None.
- 3) Explain disposition of employees if they were laid off.
Pre-trial Diversion workers have remained employed on this program.
- 4) What percent of City employee's time is spent on services to be contracted out?
None.
- 5) How long have services been contracted out?
Since 1977.
- 6) What was the first fiscal year for a Proposition J Certification?
1977.
- 7) How will contract services meet the goals of your MBE/WBE Action Plan?
MBE/WBE is not affected; Pre-trial is a non-profit organization.

Senior Deputy Babe Franey
Department Representative

Babe Franey, Senior Deputy - Financial Services Manager
(Type Name, Title)
(415) 554-7225
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Item 8 - File 25-93-12

Department: Sheriff

Item: Resolution concurring with the Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor at a lower cost than similar work performed by City employees.

Services to be Performed: Eviction Assistance Program

Description: The Controller has determined that contracting for Eviction Assistance services in Fiscal Year 1993-94 would result in estimated savings as follows:

City Operated Service Costs

Salaries	\$71,175
Fringe Benefits	20,017
Operating Expenses	<u>5,632</u>
Total	\$96,824

Contracted Service Cost 37,557

Estimated Savings \$59,267

- Comments:**
1. The Sheriff's Department reports that the Eviction Assistance Project was first certified as required by Charter Section 8.300-1 in 1984 and has been continuously provided by an outside contractor since then.
 2. The current one-year contract, which expires June 30, 1993, is with the Salvation Army. The Salvation Army is a non-profit organization. The Contracted Service Cost used for the purpose of this analysis is based on the current contractor's estimate of the Eviction Assistance Project cost for Fiscal Year 1993-94. The Sheriff's Department will contract with the Salvation Army on a sole source basis in Fiscal Year 1993-94 because no other agency provides this service in the City of San Francisco.
 3. The Sheriff's Department reports that the Salvation Army provides health care coverage to their employees.
 4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

Recommendation: Approve the proposed resolution.

Charter 8.300-1 (Proposition J) Questionnaire

Department SHERIFF
Contract Services SALVATION ARMY
Time Period JULY 1, 1993 - JUNE 30, 1994

- 1) Who performed services prior to contracting out?
The Eviction Assistance Program used volunteer workers; funding was federally based.
- 2) Number of City employees laid off as a result of contracting out?
None.
- 3) Explain disposition of employees if they were laid off.
Community services workers (3) are currently working on the program.
- 4) What percent of City employee's time is spent on services to be contracted out?
1 - 8308 Sergeant oversees the program - 100%
1 - 8420 Services Counselor assists in overseeing the program - 100%
- 5) How long have services been contracted out?
Since 1984.
- 6) What was the first fiscal year for a Proposition J Certification?
1983 - 1984
- 7) How will contract services meet the goals of your MBE/WBE Action Plan?
MBE/WBE is not affected; Salvation Army administers the program as a non-profit organization.

SENIOR DEPUTY BABE FRANEY
Department Representative

Babe Franey, Senior Deputy - Financial Services Manager
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Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

Item 9 - File 25-93-13

Department: Sheriff

Item: Resolution concurring with the Controller's Certification of Costs that certain services can continue to be practically performed by a private contractor at a lower cost than similar work services performed by City employees.

Services to be Performed: Food Service Management Operation at San Bruno Jail #3

Description: The Controller has determined that contracting for these food services in Fiscal Year 1993-94 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salaries	\$318,413	\$379,739
Fringe Benefits	78,240	88,561
Total	\$396,653	\$468,300
<u>Contracted Service Cost</u>	323,196	323,196
<u>Estimated Savings</u>	\$73,457	\$145,104

- Comments:**
1. Food services were first certified as required by Charter Section 8.300-1 in Fiscal Year 1980-81 and have been continuously provided by an outside contractor since then.
 2. The current one-year contract, which expires June 30, 1993, is with Szabo Food Services. The Contracted Service Cost used for the purpose of this analysis is based on the current contractor's estimate of food service costs for Fiscal Year 1993-94. The department will select the next contractor through competitive bidding.
 3. The Sheriff's Department reports that Szabo Food Services provides health care coverage to their employees.
 4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Charter 8.300-1 (Proposition J) Questionnaire

Department SHERIFF
Contract Services FOOD SERVICE
Time Period July 1, 1993 THROUGH JUNE 30, 1994

- 1) Who performed services prior to contracting out?
Food Service was provided by county cooks and chefs under the direction of a Food Administrator.
- 2) Number of City employees laid off as a result of contracting out?
None - The Food Administrator position was eliminated prior to contracting out.
- 3) Explain disposition of employees if they were laid off.
County chefs and cooks continue to prepare meals for jail staff and prisoners.
- 4) What percent of City employee's time is spent on services to be contracted out?
Five chefs and one cook use 100% of their time preparing meals.
- 5) How long have services been contracted out?
Since 1980
- 6) What was the first fiscal year for a Proposition J Certification?
1980 - 1981
- 7) How will contract services meet the goals of your MBE/WBE Action Plan?
A waiver is in effect for this service. It is highly specialized and competitively bid contract.

Sr. Deputy Babe Franey
Department Representative

Babe Franey, Sr. Deputy - Financial Services Manager
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Item 10 - File 25-93-14

Department: District Attorney

Item: Resolution concurring with the Controller's certification that assistance to certain victims of crime can continue to be practically performed for the District Attorney's Victim Witness Assistance Program by a private contractor for a lower cost than similar work performed by City employees.

Services to be Performed: Special Victim Witness Services for the District Attorney's Victim Witness Assistance Program

Description: The Controller has determined that contracting for special victim witness services in fiscal year 1993-94 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Cost</u>		
Salaries	\$123,292	\$146,001
Benefits	28,788	32,610
Operating Expenses	<u>22,577</u>	<u>22,577</u>
Total	\$174,657	\$201,188
<u>Contracted Service Costs</u>	<u>118,457</u>	<u>118,457</u>
<u>Estimated Savings</u>	\$56,200	\$82,731

Comments: 1. Special victim witness services were first certified as required by Charter section 8.300-1 in 1981 and have been provided by an outside contractor continuously since 1981.

2. The current one-year contract, which expires June 30, 1993, is with Community United Against Violence (CUAV). The District Attorney's office will contract with CUAV for Fiscal Year 1993-94 on a sole source basis because no other agency provides this service in the City of San Francisco.

3. CUAV employees receive comprehensive health, life, and dental insurance.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

Charter 8.300-1 (Proposition J) Questionnaire

Department District Attorney's Office (04)
Contract Services Community United Against Violence
Time Period 7/1/93 - 6/30/94

- 1) Who performed services prior to contracting out?
The services were not provided prior to contracting out with Community United Against Violence (CUAV).
- 2) Number of City employees laid off as a result of contracting out?
None
- 3) Explain disposition of employees if they were laid off.
The services were not provided by the City of San Francisco prior to the initial contract with CUAV and therefore there have never been any City employees involved in the services.
- 4) What percent of City employee's time is spent on services to be contracted out?
None
- 5) How long have services been contracted out?
Since July 1, 1981
- 6) What was the first fiscal year for a Proposition J Certification?
1981
- 7) How will contract services meet the goals of your MBE/WBE Action Plan?
Yes. Community United Against Violence has established goals of hiring minority and women employees. 62.5% of its current staff is women and 37.5% minority.

Donna Medley
Department Representative

Donna Medley, Victim/Witness Bureau Director

(Type Name, Title)
(415)553-9044

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cxlquespj

Item 11 - File 39-93-1

1. This item is a hearing to consider transmitting the 1992-93 Civil Grand Jury Reports of the City and County of San Francisco. This hearing concerns two reports released by the 1992-93 Civil Grand Jury, as follows:

<u>Department</u>	<u>Report Title</u>	<u>Date Released</u>
City Planning	City Planning and the Master Plan	April 21, 1993
Sheriff	San Bruno Jail No. 3/ Kitchen Inspection	April 8, 1993

2. The Civil Grand Jury's recommendations included in their report entitled City Planning and the Master Plan are as follows:

1. The Planning Department should make a major effort to integrate the various aspects of the Master Plan into one cohesive whole and to project these elements into the future in accordance with demographic forecasts.
2. The Planning Department should revise the Master Plan to conform with existing community facilities.
3. The Planning Department should revise the Master Plan so that it pays equal attention to all portions of the City. This would require the preparation of appropriate plans for those areas not now included in the plan such as the Sunset, North Beach and Richmond districts.
4. The Mayor should state and the Board of Supervisors should affirm the policy that the City Planning Department is the lead city agency for all comprehensive planning as well as for project planning. Project development and operation is the responsibility of other City departments. The Planning Department should be entrusted with centralized planning and coordination.
5. The Planning Department should relinquish all code enforcement matters to the Building Department.
6. The attention of the Planning Commission should be directed immediately to important planning issues which are not now being addressed by the Planning Department or other agencies in City government. These include a downtown ball park, and the future of the Hunters Point Shipyard.

3. In their report entitled San Bruno Jail No. 3/Kitchen Inspection the Civil Grand Jury recommended that the deficiencies in the San Bruno Jail No. 3 kitchen described below should be corrected by the Sheriff because of the potential for an outbreak of food poisoning or the transmission of infectious disease:

- a) The steam cookers lack working temperature gauges;
- b) Exhaust filters are missing over steam kettles and deep-frying equipment;
- c) The exhaust system to remove steam and heat from the cooking and tray washing areas is inadequate;
- d) Metal floor drain covers are missing throughout the kitchen;
- e) A number of the floor tiles beneath the steam kettles are broken or missing;
- f) There are water leaks in the ceilings of the upstairs food storage rooms and the downstairs food storage areas;
- g) The plaster wall adjacent to the pot washing sink is broken;
- h) Milk cartons being placed in lunch boxes at 11:00 a.m. had excessively high temperature readings (50 degrees F.);
- i) Entrance doors to the food storage areas and to the kitchen from the rear loading platform have openings which will permit the entry of rodents;
- j) Food products in the loading room are not stored in metal storage racks;
- k) The steam kettle pipes are encrusted with rust and grime;
- l) The exhaust fan in the meat walk-in box is dirty;
- m) A number of the food serving trays are worn or damaged;
- n) The deep-frying equipment has an accumulation of old grease on it;
- o) There is an infestation of cockroaches in the deep freezer and food storage room;
- p) Food containers are stacked in the walk-way space of the walk-in food storage refrigerator;
- q) There are broken windows in various areas of the kitchen;

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

- r) The electrical supply to the kitchen and garbage room is inadequate;
- s) Kitchen workers are wearing soiled outer garments;
- t) The meat cooler door gaskets need repairing or replacement;
- u) Racks are not available for the proper drying of trays and inserts;
- v) There are not enough handwash basins for use by the kitchen food handlers; and
- w) Hot meals are allowed to remain in trays on pallets in the kitchen for about 45 minutes before being served. These meals will not remain hot for this period of time.

Comments

1. As required by State law, the Board of Supervisors is required to submit comments on the Civil Grand Jury reports to the Presiding Judge of the Superior Court who impaneled the Civil Grand Jury. The Clerk of the Board has requested responses from the subject departments. The departments' responses are in the file.

2. The Civil Grand Jury Reports do not include cost estimates for implementing their recommendations.

Memo to Government Efficiency and Labor Committee
June 16, 1993, Government Efficiency and Labor Committee Meeting

Item 12 - File 61-93-4

Department: Public Utilities Commission (PUC)
San Francisco Water Department

Item: Resolution granting an extension of time for awarding San Francisco Water Department Contract No. WD-2089R, 12 and 8-inch ductile iron main installation in Powell Street between Lombard and Jefferson Streets and in Mason Street between Lombard and Chestnut Streets.

Description: Since 1960 the San Francisco Water Department has had a replacement program for main pipelines that have deteriorated or aged. The program is a part of the Department's annual maintenance and is necessary for the prevention of pipeline failures.

Last year, the San Francisco Water Department opened bidding for the installation of new pipelines in Powell Street, between Lombard and Jefferson Streets, and in Mason Street, between Lombard and Chestnut Streets. Due to a lack of qualified bidders after the first bid opening on July 21, 1992, a rebid was necessary. The rebids were received and publicly opened on February 23, 1993, and on April 13, 1993, the Water Department selected the lowest bidder, P and J Utility Co., for the low bid of \$242,570.00. However, the PUC staff experienced a large workload and was unable to complete all investigations and other work necessary to award the contract to P and J Utility Co. until May 25, 1993.

San Francisco Administrative Code Section 6.1 requires that the awarding of a contract by the Public Utilities Commission be made not later than 60 days after the receipt of bids, unless the time for letting such a contract is extended by resolution of the Board of Supervisors and is approved by the successful bidder. Thus, the PUC's deadline for awarding the P and J Utility Co. contract was April 24, 1993.

The proposed resolution would grant an extension beyond the April 24, 1993, deadline for awarding the contract for 12 and 8-inch iron main installations in Powell and Mason Streets. The proposed resolution does not state a specific period for the extension of time.

Comment: The successful bidder, P and J Utility Co., has consented to the extension of time award.

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

Item 13 - File 64-93-8

Department: Real Estate
Department of Parking and Traffic

Item: Resolution authorizing the extension of an existing lease at 1975-99 Bryant Street for the Traffic Engineering Division of the Department of Parking and Traffic.

Location: 1975-99 Bryant Street

Purpose of Lease: Traffic Sign Shop

Lessor: Jack and La Vonne Keeney

No. of Sq. Ft. and Cost per Month: 21,162 square feet at \$0.438 per square foot or \$9,289 per month.

Annual Cost: \$111,468

% Increase Over 1992-93: 3.2 percent

Utilities and Janitor Services Provided by Lessor: No

Term of Lease: July 1, 1993 through June 30, 1994

Right of Renewal: Yes

Source of Funds: The annual proposed rent of \$111,468 would be funded through the Road Fund, included in the proposed 1993-94 annual budget.

Comments: According to Mr. Steve Legnitto of the Real Estate Department, the proposed rental amount of \$0.438 per square foot is the fair market rental value of the property.

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

Item 14 - File 64-93-9

Department: Controller

Item: Resolution authorizing the extension of an existing real property lease for the Controller at 160 South Van Ness Avenue.

Location: 160 South Van Ness Avenue

Purpose of Lease: Office space for the Controller's Payroll and Internal Audits Division.

Lessor: Trudy Cohn

No. of Sq. Ft. and Cost-Per Month: 15,000 sq. ft. @ \$0.75/sq. ft./month, or \$11,323 per month

Annual Cost: \$135,876

% Increase Over 1992-93: 3.2 percent

Utilities and Janitor Services: Paid by the City, at a total cost of approximately \$30,264 per year (see Comment No. 4).

Term of Lease: July 1, 1993 to June 30, 1994

Right of Renewal: None (see Comment No. 1)

Source of Funds: General Fund (included in the Controller's proposed 1993-94 budget)

Comments:

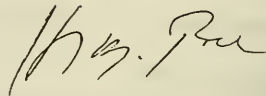
1. Mr. Steve Legnitto of the Real Estate Department reports that the City's existing lease for the premises, which will expire June 30, 1993, provides a right of renewal for one year. The proposed lease extension would result from the exercise of the City's option to renew the lease for one year. If the lease extension is approved, the lease would expire June 30, 1994, and the lease for the premises would have to be re-negotiated in order for it to continue after June 30, 1994.
2. The monthly rent of \$11,323 for 1993-94 represents a 3.2 percent increase over the monthly rent of \$10,968 in 1992-93. The rent increase is determined according to the provisions of the existing lease.

Memo to Government Efficiency and Labor Committee
June 16, 1993 Government Efficiency and Labor Committee Meeting

3. Mr. Legnitto indicates that the monthly rent per square foot of \$0.75 (\$11,323 per month for 15,000 square feet), excluding janitorial services and utilities, represents the fair market value for the premises.

4. Ms. Howie Bogard of the Controller's Office indicates that the cost of janitorial services and utilities for the premises in 1993-94 will be approximately \$13,200 for janitorial services (\$1,100 per month), \$15,024 for Light, Heat, and Power (\$1,252 per month), and \$2,040 for water service (\$170 per month). The total cost of these services will be approximately \$30,264 per year, or \$2,522 per month, for a monthly cost per square foot of approximately \$0.17.

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Bierman
President Alioto
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Barbara Kolesar
Ted Lakey

JUN 21 1993

SAN FRANCISCO
PUBLIC LIBRARY

CALENDAR

SPECIAL MEETING OF
GOVERNMENT EFFICIENCY & LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

MONDAY, JUNE 21, 1993 - 1:35 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, KAUFMAN, LEAL

CLERK: MARY L. RED

1. File 33-93-5. [Federal Lobbyist] Resolution ratifying the Mayor's Appointment of Marilyn Berry Thompson as the federal legislative representative for the City and County of San Francisco; providing for ratification of action already taken. (Mayor)
FISCAL IMPACT

ACTION:

CALENDAR

DOCUMENTS DEPT.

NOV 30 1993

REGULAR MEETING OF
GOVERNMENT EFFICIENCY & LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

SAN FRANCISCO
PUBLIC LIBRARY

WEDNESDAY, July 7, 1993 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, KAUFMAN, LEAL

CLERK: MARY L. RED

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m., the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Government Efficiency & Labor Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and consider as a separate item:
 - (a) File 146-93-2.1. [Grant - State Funds] Resolution authorizing the Department of Public Health, Central Administration, Emergency Medical Services (EMS) Agency, to accept and expend a grant of \$35,900, which includes indirect costs in the amount of \$3,080, based on twenty percent of salaries from State Emergency Medical Services Authority, for the development of Uniform Prehospital Treatment Guidelines. (Department of Public Health)
 - (b) File 146-93-18. [Grant - Private Funds] Resolution authorizing the Department of Public Health, Homeless Programs, to accept and expend a grant of \$18,600, from Comic Relief, for clerical support services at Tom Waddell Clinic; providing for ratification of action previously taken. (Department of Public Health)
 - (c) File 146-93-27. [Grant - Federal through the State Funds] Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services to apply for a grant up to the amount of \$29,468,393 which excludes indirect costs, from the United States Department of Health and Human Services, Center for Substance Abuse Treatment through the State of California, Department of Alcohol and Drug Programs for enhancement and augmentation of substance abuse treatment services for persons who are identified as "Critical Populations"; waiving indirect costs and providing for ratification of action previously taken. (Department of Public Health)
 - (d) File 146-93-28. [Grant - Federal through the State Funds] Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services to apply for a grant up to the amount of \$17,499,223 which excludes indirect costs, from the United States Department of Health and Human Services, Center for Substance Abuse Treatment through the State of California, Department of Alcohol and Drug Programs to provide centralized substance abuse treatment enhancement and placement services in San Francisco as a "Target City"; waiving indirect costs and providing for ratification of action previously taken. (Department of Public Health)

- (e) File 146-93-29. [Grant – Federal through the State Funds] Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services to apply for a grant up to the amount of \$13,122,590 which excludes indirect costs, from the United States Department of Health and Human Services, Center for Substance Abuse Treatment through the State of California, Department of Alcohol and Drug Programs for residential substance abuse treatment services for women and their children; waiving indirect costs and providing for ratification of action previously taken. (Department of Public Health)
- (f) File 146-93-30. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for a continuation grant of \$6,500,000, which includes indirect costs based on twenty percent of personnel costs from the Department of Health and Human Services, Centers for Disease Control, to continue funding the AIDS Prevention Project. (Department of Public Health)
- (g) File 146-93-31. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for a continuation grant of \$3,000,000, which includes indirect costs based on twenty percent of personnel costs from the Department of Health and Human Services, Centers for Disease Control, to continue funding the AIDS Surveillance Project. (Department of Public Health)
- (h) File 146-93-32. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for a continuation grant of \$2,000,000, which includes indirect costs based on twenty percent of personnel costs from the Department of Health and Human Services, Centers for Disease Control, to continue funding the Epidemiologic Study of the Natural History and HIV Incidence in Homosexual and Bisexual Men Recruited from the San Francisco STD City Clinic. (Department of Public Health)
- (i) File 68-93-6. [Grant – Federal Funding] Resolution authorizing the Mayor to apply for, accept and administer a grant from the U.S. Department of Housing and Urban Development for a total amount not to exceed \$10 million for the Shelter Plus Care Program authorized under Section 837 of the National Affordable Housing Act of 1990, Public Law Number 101-625. There will be no direct or indirect costs associated with the acceptance of these grant funds. (Supervisor Shelley)

ACTION:

REGULAR CALENDAR

- 2. File 97-93-10. [Reciprocal Benefits] Ordinance amending Administrative Code by adding Section 16.55-7, regarding internal reciprocity of pension benefits within the Retirement System. (Supervisor Conroy)
(Continued from June 16, 1993)

ACTION:

- 3. File 27-93-12. [Airport Lease Modification] Ordinance approving Modification to the lease for International Terminal Duty Pay Principal Concession Lease between DFS-West, a Division of DFS Group L.P. and City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION:

4. File 117-93-1. [Lien Proceeding Administration Costs] Ordinance amending the Fire Code by adding Section 4.209 thereto, to authorize the Fire Department to collect delinquent fees through the perfection of lien. (Fire Commission)

ACTION:

5. File 47-92-8.1. [Award of Management Agreement] Resolution confirming award of the management agreement for the Vallejo Street Garage (766 Vallejo Street) to City Parking Company; companion measure to File 47-92-8. (Real Estate Department)

ACTION:

6. File 172-92-22.1. [Contract Modification] Resolution authorizing the Municipal Railway to modify an existing contract with Breda Costruzioni Ferroviarie S.P.A. (Public Utilities Commission)

ACTION:

7. File 25-93-15. [Contracting Out City Services] Resolution concurring with the Controller's certification that the weekend and holiday security guard services can be practically performed for the Department of Public Health, SFGH, Substance Abuse Services by private contractor for a lower cost than similar work services performed by City and County employees. (Department of Public Health)

ACTION:

8. File 25-93-16. [Contracting Out City Services] Resolution concurring with the Controller's certification that Budget Analyst Services can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Clerk of the Board)

ACTION:

9. File 32-93-3. [Cable TV Rates] Resolution approving the submission of a certification application to the Federal Communications Commission (FCC) to regulate Cable TV rates and adopt and administer FCC regulations. (Supervisor Bierman)

ACTION:

10. File 64-93-10. [Extension of Existing Real Property Lease] Resolution authorizing extension of an existing sublease of 3000 Third Street for the Municipal Railway. (Real Estate Department)

ACTION:

11. File 64-93-11. [Lease of Real Property Lease] Resolution authorizing the renewal of lease of real property at Sixth and Ahern Streets described as Lot "D", Block 3759, Lot 9 and portion of Lot 12, for the Sheriff's Department for use as replacement parking for Police Department vehicles during Hall of Justice Construction Project. (Real Estate Department)

ACTION:

12. File 89-93-6. [State Disability Insurance] Resolution authorizing enrollment of Classification 8151 Claims Investigator in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

13. File 93-93-5. [Memorandum of Agreement] Resolution ratifying Memorandum of Agreement with United Public Employees Local 790. (Office of Mayor Employee Relations Division)

ACTION:

14. File 156-93-1. [Federal Funding] Resolution approving a two-month extension of refugee employment and training contracts, and approving amendment of the San Francisco County Plan, to reflect those extensions. (Private Industry Council)

ACTION:

15. File 172-93-21. [Contract] Resolution authorizing the Chief Probation Officer of the Juvenile Probation Department to renew a contract with California Youth Authority for diagnostic and treatment services and temporary detention not to exceed 90 days; providing for ratification of action previously taken. (Juvenile Probation Department)

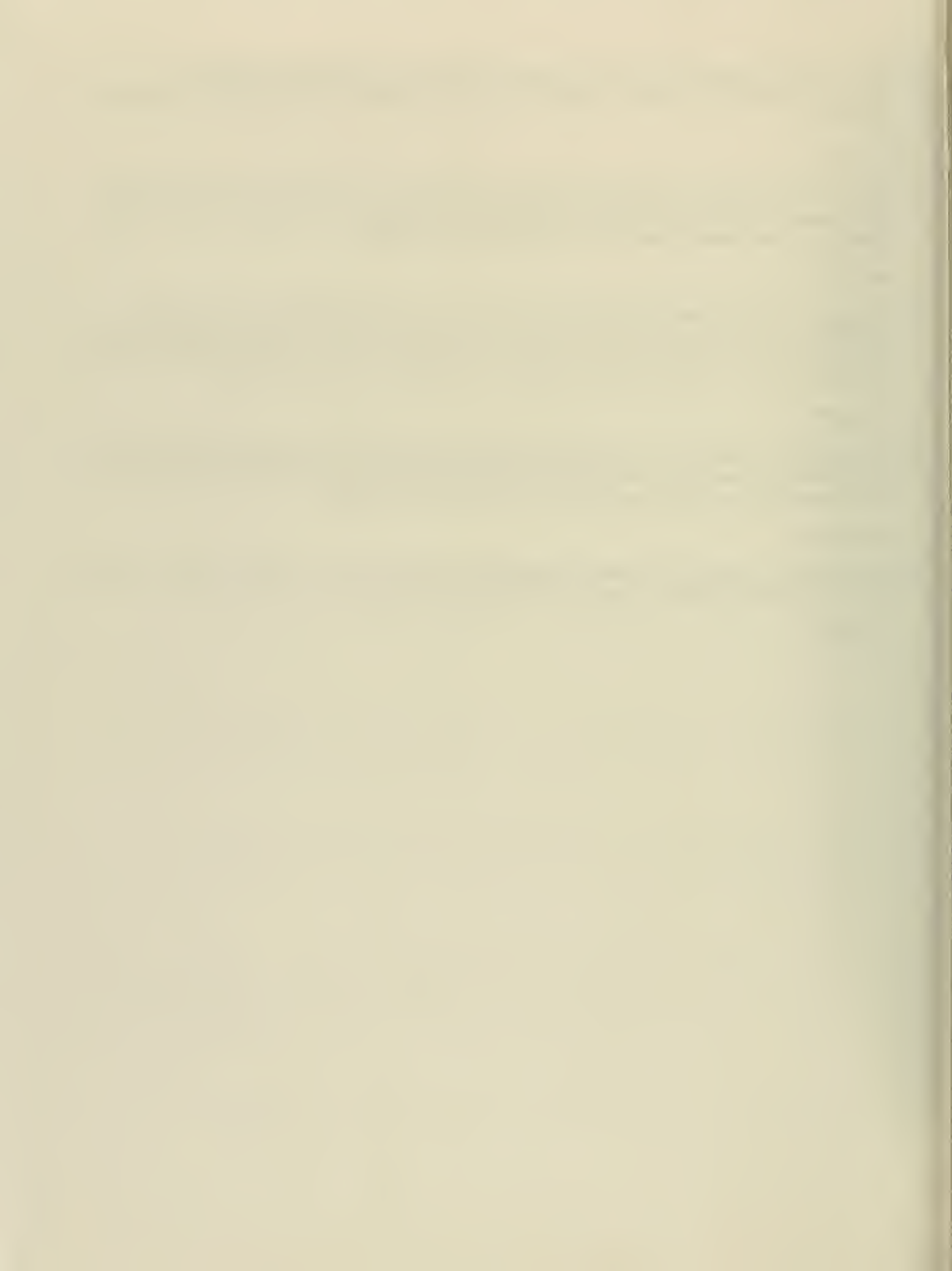
ACTION:

16. File 30-93-3. Hearing to consider the Department of Public Health's administration of the catastrophic illness legislation relating to hours donated, employees work status and earned sick leave credit and application process. (Supervisor Kennedy)

ACTION:

17. File 228-93-1. Hearing to consider consolidating the City's travel services under one travel agency, following an open bid process. (Supervisor Hsieh)

ACTION:



CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

July 2, 1993

DOCUMENTS DEPT.

SEP 26 2000

TO: Government Efficiency and Labor CommitteeSAN FRANCISCO
PUBLIC LIBRARY**FROM:** Budget Analyst**SUBJECT:** July 7, 1993 Government Efficiency and Labor Committee MeetingItem 1a - File 146-93-2.1**Department:** Department of Public Health
Emergency Medical Services**Item:** Resolution authorizing the Department of Public Health, Central Administration, Emergency Medical Services (EMS) Agency, to accept and expend a grant of \$35,900, which includes indirect costs in the amount of \$3,080, based on twenty percent of salaries from State Emergency Medical Services Authority, for the development of Uniform Prehospital Treatment Guidelines.**Grant Amount:** \$35,900**Grant Period:** June 25, 1993 to May 24, 1994**Source of Funds:** State Emergency Medical Services Authority**Project:** Uniform Prehospital Treatment Guidelines**Description:** The proposed grant would be used by the EMS Agency to develop protocol-based standards of care for the delivery of prehospital care throughout the State of California. The DPH reports that State regulations require that local project proposals be designed to have regional or Statewide impact in order to qualify for these State grant funds. The specific objectives of this project are to (1) develop prehospital

Memo to Government Efficiency and Labor Committee
July 7, 1993 Government Efficiency and Labor Committee Meeting

treatment protocols for pediatric and adult populations, (2) secure approval and assistance in protocol development from appropriate statewide professional organizations, (3) make available protocols on software for use by local EMS Agencies.

Budget:	Salaries (0.18 FTE)	\$15,400
	Operating Expenses	<u>17,420</u>
	Subtotal	\$32,820
	Indirect Costs	<u>3,080</u>
	Total	\$35,900

Required Match: None.

No. of Persons Served: Not applicable.

Indirect Costs: Indirect costs are \$3,080 which represents twenty percent of salaries.

Comments:

1. The Department's Grant Summary Request is attached.
2. The DPH reports that the grant funds were received June 30, 1993. Therefore, the proposed resolution should be amended to include ratification for action previously taken. The DPH reports that they will not expend the grant funds until approval is received from the Board of Supervisors.
3. The DPH has completed a Disability Access Checklist which is on file with the Clerk of the Board.

Recommendation: Amend the proposed resolution to provide for ratification of action previously taken and approve the proposed resolution as amended.

Item No. _____ Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor	<u>State EMS Authority</u>	Division	<u>Central Administration</u>
Contact Person	<u>Michele Raines</u>	Section	<u>EMS Agency</u>
Address	<u>1930 9th St., Suite 100</u>	Contact Person	<u>Abbie Yant</u>
	<u>Sacramento, CA 95814</u>	Telephone	<u>554-9970</u>
Amount Requested	<u>\$ 35,900</u>	Application Deadline	<u>01/31/93</u>
Term: From	<u>06/25/93</u>	To	<u>06/24/94</u>
		Notification Expected	<u>03/31/93</u>
Health Commission	_____	Board of Supervisors:	<u>Finance Committee</u>
			<u>Full Board</u>

I. Item Description: Request to ~~apply for~~ (accept and expend) a (new) ~~(continuation, allocation, augmentation to a)~~ grant in the amount of \$ 35,900 from the period of 06/25/93 to 05/24/94 to provide for the development of Uniform Prehospital Treatment Guidelines services.

II. Summary: (Concise history, need addressed; number & groups served; services and providers)

This project would develop protocol based standards of care for the delivery of prehospital care throughout the State of California.

III. Outcomes/Objectives:

- To develop prehospital treatment protocols for pediatric and adult populations.
- To secure approval and assistance in protocol development from appropriate statewide professional organizations.
- To make available protocols on software for use by local EMS Agencies.

IV. Effects of Reduction or Termination of These Funds:

This project is not feasible without this funding.

V. Financial Information:

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Req. Match</u>	<u>Approved by</u>
	<u>Two Years Ago</u>	<u>Past Year/Orig.</u>	<u>Proposed</u>	<u>Change</u>		
Grant Amount	_____	_____	<u>\$35,900</u>	_____	_____	_____
Personnel	_____	_____	<u>15,400</u>	_____	_____	_____
Equipment	_____	_____	<u>4,300</u>	_____	_____	_____
*Contract Svc.	_____	_____	<u>0</u>	_____	_____	_____
Mat. & Supp.	_____	_____	<u>800</u>	_____	_____	_____
Facilities/Space	_____	_____	<u>2,400</u>	_____	_____	_____
Other	_____	_____	<u>3,760</u>	_____	_____	_____
Indirect Costs	_____	_____	<u>3,080</u>	_____	_____	_____

VI. Data Processing

(costs included above)

\$ 5,700

VII. Personnel

F/T CSC	_____	_____	<u>.08</u>	_____	_____
P/T CSC	_____	_____	<u>.25</u>	_____	_____
Contractual	_____	_____	_____	_____	_____

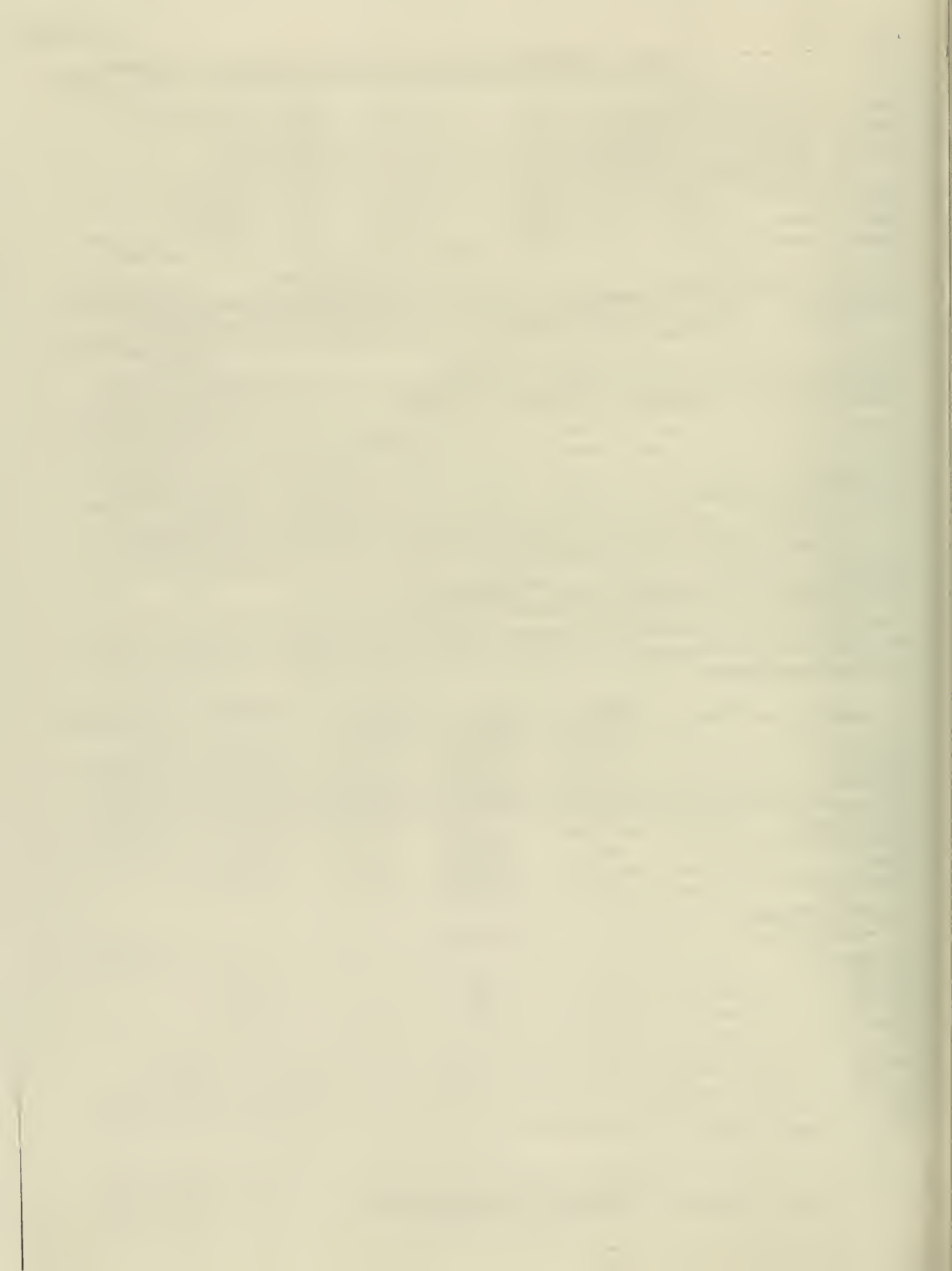
Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)



Item 1b - File 146-93-18

Department: Department of Public Health

Item: Resolution authorizing the Department of Public Health, Homeless Programs, to accept and expend a grant of \$18,600, from Comic Relief, for clerical support services at Tom Waddell Clinic; providing for ratification of action previously taken.

Grant Amount: \$18,600

Grant Period: May 1, 1993 to December 31, 1993

Source of Funds: Comic Relief, Inc.

Project: Clerical Support

Description: The proposed grant would fund support for continuation of clerical support services for the mental health program at the Tom Waddell Clinic. Mr. Fred Milligan, of the DPH, reports that the grant funds would be expended on a contract basis to the Bayview Hunters Point Foundation. The mental health program at the Tom Waddell Clinic is a Bayview Hunters Point Foundation contract service.

Budget:	Clerk/Receptionist (0.58 FTE)	\$14,091
	Fringe Benefits	<u>2,818</u>
	Subtotal	\$16,909
	Administrative Costs	<u>1,691</u>
	Total	\$18,600

Required Match: None.

No. of Persons Served: Not applicable

Indirect Costs: Indirect costs are not allowed by this funding source.

Comments: 1. The Department's Grant Request Summary Form is attached.

2. Mr. Milligan reports that the grant has already been accepted by the DPH and that expenses have been incurred against this award. Therefore, the proposed resolution includes a provision for ratification of action already taken.

3. The DPH has completed a Disability Access Checklist which is on file with the Clerk of the Board.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 7, 1993 Government Efficiency and Labor Committee Meeting

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grantor	Comic Relief, Inc.	Division	CHS
Contact Person	Dennis Albaugh	Section	Homeless Programs
Address	2049 Century Park East, Ste. 4250 Los Angeles, CA 90067	Contact Person	Fred Milligan
		Telephone	554-2673
Amount Requested	\$ 18,600.00	Application Deadline	
Term: From	5/1/93	To	12/31/93
Notification Expected			
Health Commission		Board of Supervisors:	Finance Committee
			Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (alteration) (augmentation) (renewal) grant in the amount of \$ 18,600 from the period of 5/1/93 to 12/31/93 to provide support for continuation of homeless health services.

II. Summary: (Concise summary, brief description, number of people served, services and providers)
Proposed grant would fund support for continuation of medical and social services to the homeless at eight community-based clinics including the City-operated Tom Waddell Clinic.

III. Outcomes/Objectives:
Approximately 800 client contact will be provided by health workers.

IV. Effects of Reduction or Termination of These Funds:
Lack of clerical support.

<u>V. Financial Information:</u>						
	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Per Year/Orig.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Rec. Match</u>	<u>Approved by</u>
Grant Amount	238,197	100,000	18,600	(81,400)		
Personnel	188,560	63,861	-	(63,861)		
Equipment						
Contract Svc.	44,427	33,389	18,600	(14,789)		
Mat. & Supp.						
Facilities/Space						
Other	5,010	2,750	-	(2,750)		
Indirect Costs						

VI. Data Processing:
(Leave blank above)

<u>VII. Personnel:</u>						
F/T CSC	3.0	2.0		(2.0)		
P/T CSC	2.0	2.0		(2.0)		
Contractual	1.0	1.0	1.0			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
More funds expected in December to extend term of grant.

Will grant funded employees be retained after this grant terminates? If so, How?

VIII. Contractual Services: Open Bid _____ Sole Source _____ Sole source in place through 6/30/94.

Item 1c - File 146-93-27

Department: Department of Public Health (DPH),
Community Substance Abuse Services (CSAS)

Item: Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services to apply for a grant up to \$29,468,393 which excludes indirect costs, from the United State's Department of Health and Human Services, Center for Substance Abuse Treatment through the State of California, Department of Alcohol and Drug Programs for enhancement and augmentation of substance abuse treatment services for persons who are identified as "Critical Populations"; waiving indirect costs and providing for ratification of action previously taken.

Grant Amount: Up to \$29,468,393

Grant Period: October 1, 1993 to September 30, 1996 (three years)

Source of Funds: Federal Department of Health and Human Services, Center for Substance Abuse Treatment (CSAT)

Project: Demonstration Substance Abuse Treatment Projects for Persons and Communities in Critical Need.

Description: CSAT issued a Program Announcement (Request for Application) for substance abuse services to provide demonstration substance abuse treatment projects specifically targeted for certain persons and communities in critical need of them. CSAT has identified the following groups as "critical populations": women and their children, adolescents, racial and ethnic minority populations, and residents of public housing.

This Federal CSAT demonstration project is coordinated through the State of California, Department of Alcohol and Drug Programs (DADP) and administered by the City's Department of Public Health, CSAS. Under the term of the program announcement, qualified agencies are requested to prepare and submit applications through CSAS which then nominates them to the State of California for final review and possible award by the Federal CSAT. All eligible treatment agencies were notified of these Federal program announcements which are actually requests for service.

Budget: The maximum award period is up to three years for the projected term of October 1, 1993 through September 30, 1996.

BOARD OF SUPERVISORS
BUDGET ANALYST

CSAS estimates program costs for three years of funding with maximum annual COLAs of 5 percent based on the projected applications of the following agencies. The amounts shown are for the first year of funding.

Contractor

Asian American Recovery Services	\$775,000	
Bay Area Addiction Research and Treatment	277,184	
Bayview-Hunter's Point Foundation	120,000	
Chemical Awareness and Treatment Services	612,000	
Haight Ashbury Free Clinics, Inc.	1,400,000	
Iris Center	490,000	
North of Market Senior Services	196,000	
Potrero Hill Neighborhood House	400,000	
Walden House, Inc.	225,000	
Women's Alcoholism Center	<u>300,000</u>	
Subtotal	\$4,795,184	
Less 2 percent Department administration	<u>95,904</u>	
Total contract cost in year 1		\$4,699,280

Department

Division of Mental Health and Substance Abuse Services/Outreach Services	\$250,000	
Special Projects for Youth	<u>200,000</u>	
Subtotal	\$450,000	
Less 2 percent Department administration	<u>9,000</u>	
Total City services cost in year 1		<u>441,000</u>
Total		\$5,140,280

The State of California is deducting 2.5 percent of any CSAT funds awarded for its own administration costs. The grant application requests \$104,904 for the Department's administrative expenses.

Required Match: None.

No. of Persons Served:

Ms. Yvonne Frazier, Associate Director, CSAS, reports that the preliminary estimate of persons to be served is between 3,340 and 3,490 annually.

Indirect Costs:

CSAT does not permit indirect costs on these program awards, however it will allow the Department to take 2 percent of the total award for administration.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 7, 1993 Government Efficiency and Labor Committee Meeting

Comments:

1. The amount of the proposed budget (\$5,140,280 for three years is \$15,420,840) is less than the maximum amount of the grant. The amount of the proposed budget reflects the sum of the amounts requested in the applications submitted by the qualified agencies to CSAS.
2. The DPH submitted the grant application in June, 1993. Therefore, the proposed resolution includes ratification for action previously taken.
3. Should CSAT award funds for this project, the DPH must obtain authorization from the Board of Supervisors to accept and expend the funds. At that time DPH will provide a more detailed budget.
4. The Department's Grant Summary Request Form is attached.
5. The DPH has completed a Disability Access Checklist which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

Grantor: Federal Center
for Substance Abuse Treatment (CSAT)
Contact Person: Jerome Jaffe & Lisa Scheckel
Address: 5600 Fishers Lane
Rockville, MD 20857

Amount Requested: \$ 29,468,393

Term: From 10/1/93 To 9/30/96

Health Commission _____ Board of Supervisors: _____ Finance Committee _____
Full Board

Division: Mental Health and Substance
Abuse Services

Section: Community Substance Abuse Services

Contact Person: Wayne Clark, Ph.D.

Telephone: 255-3500

Application Deadline: 6/28/93

Notification Expected: 9/30/93

I. Item Description: Request to apply for a new allocation grant in the amount of \$29,468,393 for the period of October 1, 1993 to September 30, 1996 to provide substance abuse intervention and treatment services to persons and communities who are identified as "critical populations."

II. Summary:

The federal Center for Substance Abuse Treatment (CSAT) recently issued a number of Program Announcements (previously called Request for Applications) for substance abuse services which are targeted for specific populations and services. This particular announcement is a request for applicants to provide demonstration substance abuse treatment projects specifically targeted for certain persons and communities ("populations") in critical need of them.

(continued on Page 1b attached)

III. Outcomes/Objectives:

The primary objective is to develop successful substance abuse intervention and treatment strategies for critical populations. Please refer to Section II. Summary above for the federal CSAT's criteria.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of funds, should they be awarded, would result in a comparable reduction or termination of services.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req.	Match	Approved by
Grant Amount	N/A	N/A	\$29,468,393		N/A	N/A	N/A
Personnel			*				
Equipment			*				
Contract Svc.			\$26,870,883				
Mat. & Supp.			*				
Facilities/Space			0				
Other			0				
Indirect Costs			**				

VI. Data Processing

(costs included above)

		0			
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VII. Personnel

F/T CSC		Unknown			
P/T CSC		Unknown			
Contractual		Unknown			

*\$2,008,142 will be used for City personnel, materials and supplies in City program facilities 2% (589,368) of this grant will be broken out among City personnel, equipment, materials and supplies for program administration. Exact amounts are unknown at this time (see Section II).

**Indirect costs are not permitted on these federal program announcements.

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Not applicable

Will grant funded employees be retained after this grant terminates? If so, How?

No; all City and contract personnel will be advised of the temporary nature of these positions.

*VIII. Contractual Services: Open Bid N/A Sole Source N/A (if sole source, attach Request for Exemption Form)

***Not applicable; this is a federal bid.

Request to apply for a new allocation grant in the amount of \$29,468,393 for the period of October 1, 1993 to September 30, 1996 to provide substance abuse intervention and treatment services to persons and communities who are identified as "critical populations."

Page 2

II. Summary (Continued from Page 1):

CSAT has identified the following groups as "critical populations": women and their children, adolescents, racial and ethnic minority populations, and residents of public housing. All applicants are encouraged to be attentive to individuals who have special treatment needs including: those who also require mental health services ("dual diagnosis"); persons with HIV and those at risk for HIV, with special sensitivity to members of the gay and lesbian community; persons in the juvenile and adult justice systems; the elderly and the disabled.

The main goal for this federal demonstration program is "to expand the knowledge base regarding which interventions or array of interventions have the greatest impact on improving treatment outcomes for critical populations described above. Additional goals for the program are as follows: 1) to provide, for individual members of each of these critical populations, comprehensive treatment approaches designed to address the multiple health and human service needs of individuals, their families and collaterals, thereby maximizing retention and patient/client outcome; 2) to reduce alcohol and drug abuse; 3) to reduce the incidence of TB, HIV infection, sexually transmitted diseases (STDs) and other infectious diseases among these groups; 4) to develop documented models of service delivery that can be replicated in similar communities; 5) to reduce crime associated with alcohol and drug abuse; and 6) to increase work productivity and family and social functioning among alcohol and drug abusers."

This federal CSAT demonstration project is coordinated through the State of California, Department of Alcohol and Drug Programs and administered by the City's Department of Public Health, Community Substance Abuse Services (CSAS).

Under the terms of the program announcement, qualified agencies are requested to prepare and submit applications through the Department (CSAS) which then nominates them to the State of California for final review and possible award by the federal CSAT.

All eligible treatment agencies were notified of these federal program announcements which are actually bids for service.

For this particular CSAT announcement for critical populations, most applicants are independent non-profit agencies which have a successful record of providing substance abuse treatment services to the City through various Department contracts. Two Department sections -- Special Programs for Youth and Division of Mental Health and Substance Abuse Services/Outpatient & Outreach -- are also applying in the estimated amount of \$650,000.

The federal CSAT does not permit indirect costs on these program awards, however it will allow the Department to take 2% of the total award for administration.

The maximum award period is up to three years for the projected term of October 1, 1993 through September 30, 1996. The Department has projected in this request three years of funding with maximum subsequent COLAs of 5% based on the projected applications of the following agencies (all amounts are estimated for the *first year of funding* only):

Item 1d - File 146-93-28

Department: Department of Public Health (DPH),
Community Substance Abuse Services (CSAS)

Item: Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services to apply for a grant up to \$17,499,223 which excludes indirect costs, from the Federal Department of Health and Human Services, Center for Substance Abuse Treatment (CSAT) through the State of California, Department of Alcohol and Drug Programs to provide centralized substance abuse treatment enhancement and placement services in San Francisco as a "Target City"; waiving indirect costs and providing for ratification of action previously taken.

Grant Amount: Up to \$17,499,223

Grant Period: September 1, 1993 to August 31, 1998

Source of Funds: Federal Department of Health and Human Services, Center for Substance Abuse Treatment (CSAT)

Project: Substance Abuse Treatment Enhancement and Placement (STEP)

Description: CSAT issued a Program Announcement (Request for Applications) through the State of California, Department of Alcohol and Drug Programs (DADP) and will allow two eligible cities in California to compete nationally for a "target cities" grant project award. The grant project calls for the development of an effective comprehensive substance abuse service model to address the needs of all populations served.

Ms. Yvonne Frazier, Associate Director, CSAS, reports that CSAS proposes to create two centralized intake, assessment and referral units to refer clients to appropriate programs for treatment. A group of outreach workers would work in conjunction with the referral units to assist in client placement. The referral units and outreach workers would function as "independent brokers" who will refer clients to programs specific to their needs and without favoritism to any program or treatment modality. The staff would consist of continuous case counselors, assessors, medical, administrative, evaluation, and MIS staff. The project will coordinate with a wide array of addiction, primary health, mental health, social, vocational, criminal justice, HIV/TB/STD, and other services. Enhancements such as training, computerization, medical

assistance, psycho-social services, vocational services, child care assistance, and improvement in staffing patterns will be provided to community based organizations.

Budget:

The budget provides for personnel, operating costs, equipment, travel, and contractual costs. Half of the contractual costs would provide for new services. The remainder would augment and enhance existing services. The contractors have not yet been identified. The preliminary estimates of expenditures for the five year proposed grant are as follows:

	<u>FTE</u>	<u>5 Year Grant</u>
Personnel	1.0	\$390,372
Operating Costs		
Rent		500,207
Utilities		150,062
Furniture		53,000
Supplies		91,906
Medical		100,000
Van		153,988
Equipment		68,000
Travel		127,000
Contractual Services	20.0	5,761,608
Primary Health Interface		50,000
Criminal Justice Interface		50,000
Program Enhancement		4,000,000
Treatment Expansion		4,000,000
Vouchers		500,000
Hotline		500,000
Other		485,000
Administrative Expense		80,578
Subtotal		\$17,061,721
State Indirect Costs		<u>437,500</u>
Total		\$17,499,221

The State of California is deducting 2.5 percent of any CSAT funds awarded for its own indirect/administration. The grant application requests \$80,578 for the Department's administrative expenses. No other indirect costs are permitted.

Required Match: None.

No. of Persons Served:

Ms. Frazier reports that the preliminary estimate of persons to be served is 17,000 during the grant period. The first six months of the grant period is restricted to start up and clients would not be served during this period.

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Memo to Government Efficiency and Labor Committee
July 7, 1993 Government Efficiency and Labor Committee Meeting

Indirect Costs: None. Federal regulations prohibit payment of indirect costs.

Comments:

1. The DPH submitted the grant application in June, 1993. Therefore, the proposed resolution includes a provision for ratification of action previously taken.
2. Should CSAT award funds for this project, the DPH must obtain authorization from the Board of Supervisors to accept and expend the funds. At that time DPH will provide a more detailed budget.
3. The Department's Grant Summary Request Form is attached.
4. The DPH has completed a Disability Access Checklist which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

Item, No. _____ Health Commission - Summary of Grant Request

Grantor: Federal Center
for Substance Abuse Treatment (CSAT)
Contact Person: Jerome Jaffe & Lisa Scheckel
Address: 5600 Fishers Lane
Rockville, MD 20857

Amount Requested: \$ 17,499,223

Term: From 9/1/93 To 8/31/98

Health Commission _____ Board of Supervisors: Finance Committee _____
Full Board

Division: Mental Health and Substance
Abuse Services

Section: Community Substance Abuse Services

Contact Person: Wayne Clark, Ph.D.

Telephone: 255-3500

Application Deadline: July 6, 1993

Notification Expected:

I. Item Description: Request to apply for a new allocation grant in the amount of \$17,499,223 for the period of September 1, 1993 to August 31, 1998 to provide centralized substance abuse treatment enhancement and placement services.

II. Summary:

The federal Center for Substance Abuse Treatment (CSAT) recently issued a number of Program Announcements (previously called Request for Applications) for substance abuse services which are targeted for specific populations and services. This particular announcement was issued through the State of California, Department of Alcohol and Drug Programs and will allow two eligible cities in California to (Continued on the next page)

III. Outcomes/Objectives:

Please refer to the objectives in the attached Executive Summary, Pages 5 through 6.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of funds in any subsequent year of this award would result in a comparable reduction or termination of services.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req.	Match	Approved by
Grant Amount	N/A	N/A	\$17,499,223	N/A	N/A	N/A	
Personnel			\$390,372				
Equipment			\$161,963				
Contract Svc.			\$15,346,608				
Mat. & Supp.			\$251,932				
Facilities/Space			\$703,269				
Travel			\$127,000				
Admin. Expense			\$80,578				
STATE indirect			\$437,500				

VI. Data Processing

(costs included above)

			0			
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VII. Personnel

F/T CSC			1.0			
P/T CSC			0			
Contractual			Unknown			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Not applicable

Will grant funded employees be retained after this grant terminates? If so, How?

No; all grant funded employees -- both City and contractual -- will be advised of the temporary nature of their employment.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

Request to apply for a new allocation grant in the amount of \$17,499,223 for the period of September 1, 1993 to August 31, 1998 to provide centralized substance abuse treatment enhancement and placement services.

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compete nationally for a "target cities" grant project award from the federal CSAT. The grant project calls for the development of an effective comprehensive substance abuse service model to address the needs of all populations served.

The attached executive summary provides an overview of the proposed grant project, titled STEP for "Substance Abuse Treatment Enhancement and Placement." The Department would create two centralized intake, assessment and referral units to refer clients to appropriate programs for treatment. A group of outreach workers would work in conjunction with the referral units to assist in client placement. The referral units and outreach workers would function as "independent brokers" who will refer clients to programs specific to their needs and without favoritism to any program or treatment setting. The staff would consist of continuous case counselors, assessors, medical, administrative, evaluation and MIS staff. Please refer to Page 4 "Overview of the Proposed Project" in the attached summary for more detailed information on the proposed services.

The budget (attached) provides for personnel, operating, equipment, travel and contractual costs. Half of the contractual costs would be issued as Department bids (RFPs) for new services. The remainder would augment and enhance existing services. These contractors have not yet been identified. Should the federal Center for Substance Abuse Treatment award funds for this project, the Department will again go before the Board to request permission to accept and expend funds. At that time a more detailed budget will be available for the Board's consideration.

The State of California is deducting 2.5% of any federal CSAT funds awarded for its own indirect/administration. The grant application requests \$80,578 for the City's administrative expenses. No other indirect costs are permitted.

JJ:MPH

Memo to Government Efficiency and Labor Committee
July 7, 1993 Government Efficiency and Labor Committee Meeting

Item 1e - File 146-93-29

Department: Department of Public Health (DPH),
Community Substance Abuse Services (CSAS)

Item: Resolution authorizing the Department of Public Health, to apply for a grant up to \$13,122,590 from the United States Department of Health and Human Services, Center for Substance Abuse Treatment through the State of California, Department of Alcohol and Drug Programs for residential substance abuse treatment services for women and their children; waiving indirect costs and providing for ratification of action previously taken.

Grant Amount: Up to \$13,122,590

Grant Period: October 1, 1993 to September 30, 1998

Source of Funds: United States Department of Health and Human Services, Center for Substance Abuse Treatment (CSAT)

Project: Demonstration Residential Treatment Substance Abuse Treatment for Women and their Children

Description: The Federal Center for Substance Abuse Treatment issued a Program Announcement (Request for Application) seeking local agencies to provide substance abuse services which are targeted for specific populations and services. Applicants are to provide demonstration residential substance abuse treatment projects specifically targeted for women and their families. Specific services solicited include: comprehensive standardized assessments; assurance of a continuum of services and interventions specifically targeted for this group; empowerment of the target group to actively participate in their treatment planning and recovery process; evaluation of the appropriateness of treatment; identification of the most successful treatment strategies; and flexibility of the program to change according to individual, family, and community needs.

Under the terms of the program announcement, qualified agencies are requested to prepare and submit applications through CSAS which then nominates them to the State of California for final review and possible award by the Federal CSAT. All applicants to CSAS are independent non-profit agencies, most of which currently provide substance abuse treatment services to the City through various DPH contracts. Although the DPH is technically

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not applying for this grant, it will administer the funds through contracts with successful applicants.

Budget:

The maximum award period is up to five years for the projected term of October 1, 1993 through September 30, 1998. The proposed grant includes the projected funding for five years with maximum annual COLAs of 5 percent based on the projected applications of the following nonprofit agencies and estimated amounts (amounts are shown for the first year of funding only):

Community Program

Westside Community Mental Health Center	\$625,000
Walden House	1,100,000
Salvation Army/S.F. Harbor Light Center	439,858
Catholic Charities/Jelani House	<u>210,000</u>
Subtotal (first year)	\$2,374,858
Less 2 percent CSAS administration	<u>47,497</u>
Total contractual cost (first year)	\$2,327,361

Required Match:

None.

No. of Persons Served:

50 women and 75 to 100 children under age 12.

Indirect Costs:

None. Federal regulations prohibit payment of indirect costs.

Comments:

1. The amount of the proposed budget (\$2,327,361 for five years is \$11,636,805) is less than the maximum amount of the grant. The amount of the proposed budget reflects the sum of the amounts requested in the applications submitted by the qualified agencies to CSAS.
2. The DPH submitted the grant application in June, 1993. Therefore, the proposed resolution includes ratification for action previously taken.
3. Should CSAT award funds for this project, the DPH must obtain authorization from the Board of Supervisors to accept and expend the funds. At that time DPH will provide a more detailed budget.
4. The Department's Grant Summary Request Form is attached.

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Memo to Government Efficiency and Labor Committee
July 7, 1993 Government Efficiency and Labor Committee Meeting

5. The DPH has completed a Disability Access Checklist which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

Item No. _____ Health Commission - Summary of Grant Request

Grantor: Federal Center
for Substance Abuse Treatment (CSAT)
Contact Person: Warren Hewitt & Lisa Scheckel
Address: 5600 Fishers Lane
Rockville, MD 20857
Amount Requested: \$ 13,122,590
Term: From 10/1/93 To 9/30/98
Health Commission _____

Division: Mental Health and Substance
Abuse Services
Section: Community Substance Abuse Services
Contact Person: Wayne Clark, Ph.D.
Telephone: 255-3500
Application Deadline: 6/28/93
Notification Expected: 9/30/93

Board of Supervisors: _____ Finance Committee _____
Full Board

I. Item Description: Request to apply for a new allocation grant in the amount of \$13,122,590 for the period of October 1, 1993 to September 30, 1998 to provide residential substance abuse treatment services to women and their families.

II. Summary:

The federal Center for Substance Abuse Treatment (CSAT) recently issued a number of Program Announcements (previously called Request for Applications) for substance abuse services which are targeted for specific populations and services. This particular announcement is a request for applicants to provide demonstration residential substance abuse treatment projects specifically targeted for women and (continued on Page 1b attached)

III. Outcomes/Objectives:

The primary objective is to develop successful substance abuse intervention and treatment strategies for women and their children. Please refer to Section II. Summary above for the federal CSAT's criteria.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of funds, should they be awarded, would result in a comparable reduction or termination of services.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	N/A	N/A	\$13,122,590	N/A	N/A	N/A
Personnel			*			
Equipment			*			
Contract Svc.			12,860,138			
Mat. & Supp.			*			
Facilities/Space			0			
Other			0			
Indirect Costs			**			

VI. Data Processing

(costs included above)

		0			
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VII. Personnel

F/T CSC		Unknown			
P/T CSC		Unknown			
Contractual		Unknown			

*2% (\$262,452) of this grant will be broken out among City personnel, equipment, materials and supplies. Exact amounts are unknown at this time.

**Indirect costs are not permitted on these federal program announcements.

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: Not applicable

Will grant funded employees be retained after this grant terminates? If so, How?

No; all City and contract personnel will be advised of the temporary nature of these positions.

*VIII. Contractual Services: Open Bid N/A Sole Source N/A (if sole source, attach Request for Exemption Form)

***Not applicable; this is a federal bid.

Request to apply for a new allocation grant in the amount of \$13,122,590 from the federal Center for Substance Abuse Treatment to provide residential substance abuse treatment services to women and their families.

II. Summary (Continued from Page 1):

their families. Specific services solicited include: comprehensive standardized assessments; assurance of a continuum of services and interventions specifically targeted for this group; empowerment of the target group to actively participate in their treatment planning and recovery process; evaluation of the appropriateness of treatment; identification of the most successful treatment strategies; and flexibility of program to change according to individual, family and community needs.

This federal CSAT demonstration project is coordinated through the State of California, Department of Alcohol and Drug Programs and administered by the City's Department of Public Health, Community Substance Abuse Services (CSAS).

Under the terms of the program announcement, qualified agencies are requested to prepare and submit applications through the Department (CSAS) which then nominates them to the State of California for final review and possible award by the federal CSAT.

All eligible treatment agencies were notified of these federal program announcements which are actually bids for service.

For this particular CSAT announcement for women and families, no Department sections are applying. All applicants are independent non-profit agencies, most of which currently provide substance abuse treatment services to the City through various Department contracts.

Although the Department is technically not applying for this award, it will administer the funds through contracts with successful applicants.

The federal CSAT does not permit indirect costs on these program awards, however it will allow the Department to take 2% of the award for administration.

The maximum award period is up to five years for the projected term of October 1, 1993 through September 30, 1998. The Department has projected in this request five years of funding with maximum subsequent COLAs of 5% based on the projected applications of the following agencies and estimated amounts (all amounts are shown for the *first year of funding* only):

Westside Community Mental Health Ctr.	\$625,000
Walden House	\$1,100,000
Salvation Army/S.F. Harbor Light Center	\$439,858
Catholic Charities/Jelani House	<u>\$210,000</u>
Subtotal/1st year applications:	\$2,374,858
Less 2% City administration:	<u>-47,497</u>
= Total contractual/1st year:	2,327,361

Request to apply for a new allocation grant in the amount of \$13,122,590 from the federal Center for Substance Abuse Treatment to provide residential substance abuse treatment services to women and their families.

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The total grant application amount of \$13,122,590 is projected by applying 5% COLAs to the total for years two through five, of which \$262,452 would be deducted for the Department's administration (CSAS). Administrative costs would be spread among personnel, equipment, materials and supplies. An exact budget is not available at this time.

These various amounts are each agency's best estimate on services to be provided. No detailed budgets have yet been prepared and are therefore not available for review by the Health Commission and Board of Supervisors as part of this formal "request to apply" process. Should any applicants be awarded funds, the Department will formally request permission from the Commission followed by the Board to accept and expend funds. At that time more detailed information will be available as to the quantity and type of services offered to this population.

The Department is now requesting information from these applicants regarding their ethnic minority client/staff/board breakdowns and disability access. This information will be presented to the Commission and Board as applicable with the later follow-up request to "accept and expend funds" should funds be awarded.

/MPH

Memo to Government Efficiency and Labor Committee
July 7, 1993 Government Efficiency and Labor Committee Meeting

Item 1f - File 146-93-30

Department: Department of Public Health (DPH)
AIDS Office

Item: Resolution authorizing the Department of Public Health to apply for a continuation grant of \$6,500,000, which includes indirect costs based on twenty percent of personnel costs.

Grant Amount: \$6,500,000

Grant Period: January 1, 1994 to December 31, 1994

Source of Funds: Federal Department of Health and Human Services
Centers for Disease Control

Project: AIDS Prevention Project

Description: The AIDS Prevention Project, which has been grant funded for ten years, is designed to develop, monitor, and evaluate HIV prevention activities; it has been expanded to include outreach programs for youth, people of color, and women as targeted populations. The project is also designed to include program content on Sexually Transmitted Diseases, Hepatitis B, and Tuberculosis. The project will continue to coordinate with the Centers for Disease Control to monitor the possibility of duplication of services, as well as to provide cross-training for community based organizations. In addition, the AIDS Office Prevention Branch Public Information component will monitor and evaluate services provided through the Center for Positive Care (formerly Early Intervention Resource Center) which is funded primarily by the City's General Fund. The Public Information Component will also evaluate counseling and testing trends, perform comprehensive program evaluations, initiate comparisons of previous Knowledge Attitudes Beliefs and Behavior (KABB) studies, and submit testing of demographic data from all programs conducting antibody testing.

Budget: A detailed budget will be provided when the DPH requests authorization from the Board of Supervisors to accept and expend the proposed grant funds.

Required Match: None

No. of Persons Served: 745,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 7, 1993 Government Efficiency and Labor Committee Meeting

Indirect Costs: 20 percent of personnel costs

Comments:

1. The "Summary of Grant Request" as prepared by DPH is attached.
2. The DPH has completed a Disability Access Checklist which is on file with the Clerk of the Board.
3. As noted above, the detailed budget information will be provided when DPH requests authorization to accept and expend the proposed grant funds.

Recommendation: Approve the proposed resolution

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BUDGET ANALYST

1. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (extension) (renewal) of a
(Check appropriate words) grant in the amount of \$ 6.5M from the period of 1/1/94 to 12/31/94
to provide AIDS Prevention Project services.

These funds will continue to support (along with additional State and Local funding) a wide array of AIDS prevention programs including Counseling and Testing services, health education and risk-reduction training, and public information services with an emphasis on minority and high-risk populations.

To provide AIDS prevention services to the residents of San Francisco in order to prevent the transmission of HIV.

The efforts of the AIDS Office to limit the transmission of HIV in San Francisco would be severely impaired if we did not apply for this federal grant funding.

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Rec. Match</u>	<u>Approved by</u>
	<u>Two Years Ago</u>	<u>Past Year/Orig.</u>	<u>Proposed</u>	<u>Change</u>		
Grant Amount	<u>6,099,135</u>	<u>5,361,252</u>	<u>6,500,00</u>			
Personnel	<u>2,574,965</u>	<u>2,350,868</u>				
Equipment	<u>16,982</u>	<u>0</u>				
Contract Svc.	<u>2,582,671</u>	<u>2,260,151</u>				
Mat. & Supp.	<u>115,206</u>	<u>94,628</u>				
Facilities/Space	<u>154,075</u>	<u>131,880</u>				
Other	<u>246,510</u>	<u>150,478</u>				
Indirect Costs	<u>408,726</u>	<u>373,247</u>				

(close to incl word + have)

16,982

F/T CSC	<u>51.65</u>	<u>45.04</u>	_____	_____	_____
P/T CSC	_____	_____	_____	_____	_____
Contractual	_____	_____	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
None.

Will grant funded employees be retained after this grant terminates? If so, How?

No.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Information Form)
Contractual method of selection information will be included in the request to accept and expend funding.

Item 1g - File 146-93-31

Department: Department of Public Health (DPH)
AIDS Office

Item: Resolution authorizing the Department of Public Health to apply for a continuation grant of \$3,000,000, which includes indirect costs based on twenty percent of personnel costs.

Grant Amount: \$3,000,000

Grant Period: January 1, 1994 to December 31, 1994

Source of Funds: Federal Department of Health and Human Services
Centers for Disease Control

Project: AIDS Surveillance Project

Description: The objective of AIDS surveillance and seroprevalence activities is to generate meaningful epidemiologic data about the nature of the AIDS epidemic in order to identify and address the AIDS/HIV disease trends and issues. The AIDS Surveillance Project has been grant funded for eight years.

Budget: A detailed budget will be provided when the DPH requests authorization from the Board of Supervisors to accept and expend the proposed grant funds.

Required Match: None

No. of Persons Served: 745,000

Indirect Costs: 20 percent of personnel costs

Comments:

1. The "Summary of Grant Request" as prepared by DPH is attached.
2. The DPH has completed a Disability Access Checklist which is on file with the Clerk of the Board.
3. As noted above, the detailed budget information will be provided when DPH requests authorization from the Board of Supervisors to accept and expend the proposed grant funds.

Recommendation: Approve the proposed resolution

BOARD OF SUPERVISORS
BUDGET ANALYST

Health Commission - Summary of Grant Request Rev. 4/10/90

Item No. _____ Dept of Health and Human Svcs.

Grantor Centers for Disease Control Division Community Health Svcs

Contact Person Nealeen Austin/Jeff Efird Section AIDS Office

Address 255 East Paces Ferry Road, NE Contact Person Tim Piland

Atlanta, GA 30305 Telephone 554-9132

Amount Requested \$ 3,000,000 Application Deadline 8/16/93

Term: From 1/1/94 To 12/31/94 Notification Expected 10/15/93

Health Commission _____ Board of Supervisors: Finance Committee _____

Full Board _____

I. Item Description: Request to (apply for) (~~accept~~) (~~expend~~) a (~~new~~) (continuation) (~~extension~~) (~~renewal~~) grant in the amount of \$3,000,000 from the period of 1/1/94 to 12/31/94 to provide AIDS Surveillance Project services.

II. Summary: (Concise summary; need addressed; number & grade service; services and providers)

This continuation grant will fund the fourth year of the current AIDS Surveillance cooperative agreement; it funds all AIDS/HIV surveillance and seroprevalence activities conducted by the AIDS Office; a detailed description of 1994 service activities and budget will accompany the request to accept and expend funds.

III. Outcomes/Objectives:

The objective of AIDS surveillance and seroprevalence activities is to generate meaningful epidemiologic data about the nature of the epidemic in order to identify and access AIDS/HIV disease trends and issues.

IV. Effects of Reduction or Termination of These Funds:

Failure to apply for these funds would seriously impair ability to measure and track the AIDS epidemic in San Francisco; failure to apply for these funds would also jeopardize future grant funding availability.

V. Financial Information:

	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Past Year/Orig.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Rec. Match</u>	<u>Approved by</u>
Grant Amount	<u>1,986,112</u>	<u>2,102,567</u>	<u>3,000,000</u>	<u>+ 897,433</u>	<u>none</u>	_____
Personnel	<u>1,393,627</u>	<u>1,522,763</u>				_____
Equipment	<u>18,180</u>	<u>11,707</u>				_____
Contract Svc.	<u>156,529</u>	<u>58,900</u>				_____
Mat. & Supp.	<u>102,426</u>	<u>92,161</u>				_____
Facilities/Space	<u>35,986</u>	<u>52,191</u>				_____
Other	<u>94,152</u>	<u>123,136</u>				_____
Indirect Costs	<u>221,211</u>	<u>241,709</u>				_____

VI. Data Processing

(Costs included above)

	<u>18,180</u>	<u>11,707</u>	_____	_____	_____	_____
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VII. Personnel

F/T CSC	<u>29.70</u>	<u>27.70</u>	_____	_____	_____
P/T CSC	_____	_____	_____	_____	_____
Contractual	<u>6.75</u>	<u>4.00</u>	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
None.

Will grant funded employees be retained after this grant terminates? If so, How?
No.

VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Information Form)
Contractual information will be provided with request to accept and expend funds.

Item 1h - File 146-93-32

Department: Department of Public Health (DPH)
AIDS Office

Item: Resolution authorizing the Department of Public Health to apply for a continuation grant of \$2,000,000, which includes indirect costs based on twenty percent of personnel costs

Grant Amount: \$2,000,000

Grant Period: November 1, 1993 to October 31, 1994

Source of Funds: Federal Department of Health and Human Services
Centers for Disease Control

Project: Epidemiologic Study of the Natural History and HIV Incidence in Homosexual and Bisexual Men Recruited from the San Francisco STD City Clinic.

Description: This cooperative study, which has been grant funded for ten years, is designed to explore the following areas of research:

1. The incidence, prevalence, and natural history of HIV infection and AIDS.
2. Behavioral and biological risk factors for HIV seroconversion
3. The Pathogenesis of HIV disease progression, along with the behavioral and biological cofactors associated with this progression
4. Evaluation of the potential for recruitment of clinic attendees in vaccine efficacy trials and access to early HIV related medical care

Budget: A detailed budget will be provided when the DPH requests authorization from the Board of Supervisors to accept and expend the proposed grant funds.

Required Match: None

No. of Persons Served: 1,600

Indirect Costs: 20 percent of personnel costs

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 7, 1993 Government Efficiency and Labor Committee Meeting

Comments:

1. The "Summary of Grant Request" as prepared by DPH is attached.
2. The DPH has completed a Disability Access Checklist which is on file with the Clerk of the Board.
3. As noted above, the detailed budget information will be provided when DPH requests authorization to accept and expend the proposed grant funds.

Recommendation: Approve the proposed resolution

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1i - File 68-93-6

Department: Mayor's Office of Housing (MOH)

Item: Resolution authorizing the Mayor to apply for, accept, and administer a grant from the U. S. Department of Housing and Urban Development for a total amount not to exceed \$10 million for the Shelter Plus Care Program authorized under Section 837 of the National Affordable Housing Act of 1990, Public Law Number 101-625 and acknowledging that there will be no direct or indirect costs associated with the acceptance of these funds. (Separate future legislation will be submitted to the Board of Supervisors for authorization to expend the proposed grant).

Grant Amount: \$10,000,000

Grant Period: 10 years, from January 1, 1994 through December 31, 2004

Source of Funds: U. S. Department of Housing and Urban Development (HUD)

Project: Rental Assistance for Homeless Persons with Disabilities

Description: The Shelter Plus Care (S+C) Program is authorized by Title IV of the Stewart B. McKinney Homeless Assistance Act. S+C is designed to link rental assistance to supportive services for hard-to-serve homeless persons with disabilities (primarily those who are seriously mentally ill; have chronic problems with alcohol, drugs, or both; or have acquired immunodeficiency syndrome (AIDS) and related diseases) and their families. The program provides grants to be used for rental assistance for permanent housing for homeless persons with disabilities. Rental assistance grants must be matched in the aggregate by supportive services that are equal in value to the amount of rental assistance and appropriate to the needs of the population to be served. Recipients are chosen on a competitive basis nationwide.

The three overall goals of the HUD Shelter Plus Care program are to (1) establish residential stability, (2) increase skill and/or income, and (3) foster greater self-determination for the disabled homeless persons involved in this program.

The Mayor's Office of Housing is responsible for administering and monitoring the S+C program. The proposed grant funds would be allocated by MOH to four non-profit homeless service providers. Grant funds may be used to pay for security deposits, damages, and the costs of administering the rental

BOARD OF SUPERVISORS
BUDGET ANALYST

assistance. Up to eight percent of the grant may be used for administering the housing assistance.

Non-profit homeless service providers were selected by a Request for Proposal process which took place in May 1993. MOH received 6 applications in response to the RFP and selected four non-profit organizations. These non-profit organizations are as follows: Tenderloin Neighborhood Development Corporation (TNDC), Conard House, Chemical Awareness Treatment Services (CATS) and Community House. Funds from HUD will be used for rental assistance for a total of 222 individuals living in a total of 212 units of housing dedicated to the C+S program (some of the units would be shared).

Individuals receiving rental assistance will include the following persons:

Individuals with dual diagnosed disabilities (mental illness and substance abuse);	133
Individuals with mental illness as a primary diagnosis;	55
Individuals suffering from AIDS.	<u>34</u>
Total	222

Total units of housing dedicated to the C+S program would be allocated in the following manner:

Project-based Rental Assistance (PRA) program.	72
Sponsor-based Rental Assistance (SRA) program	81
Single Room Occupancy (SRO) program.	<u>59</u>
Total	212

All 59 units in the SRO program and 2 units in the PRA program will be in the program for ten years, the remaining units in the PRA program (70) and all of the SRA units (81) will be in the program for five years.

Budget:

A detailed budget will be provided when MOH requests authorization from the Board of Supervisors to expend the proposed funds.

BOARD OF SUPERVISORS
BUDGET ANALYST

Required Match: None

No. of Persons Served: A maximum of 222 individuals (limited by size of units)

Indirect Costs: None

Comments:

1. Mr. Marc Trotz of the Mayor's Office of Housing reports that the support services for this program will be provided by existing City, County and non-profit organizations.
2. The City is acting as the applicant sponsor for the four non-profit agencies that provide living units for this program.
3. The Disability Access Checklist is in the File.
4. As noted above, the Mayor's Office of Housing will provide a detailed budget when the MOH requests authorization from the Board of Supervisors to expend the proposed grant funds. At that time, the Mayor's Office of Housing will provide a "Summary of Grant Request" form.

Recommendation: Approve the proposed resolution.

Item 2 - File 97-93-10

Note: This item was continued at the June 16, 1993 Government Efficiency and Labor Committee meeting of June 16, 1993.

Department: Employees Retirement System (ERS)

Item: Ordinance amending the San Francisco Administrative Code by adding Section 16.55-7, regarding internal reciprocity of pension benefits within the City's retirement systems.

Description: The proposed ordinance would amend the Administrative Code by adding a new Section 16.55-7, which would provide the following:

1. When a Miscellaneous Retirement System member transfers to the Police or Fire Departments, the employee would be allowed to leave his or her accumulated retirement contributions in their old plan. Currently, a Miscellaneous Employee in the Employees Retirement System, if the employee transfers to the Police or Fire Plan, is required to withdraw accumulated contributions from that retirement plan, thus making the employee ineligible to receive any benefits from the Miscellaneous Plan when the member retires. The proposed amendment would allow, upon retiring, Employees, who have a vested interest in the Employees Retirement System Miscellaneous Plan, to receive prorated benefits from both the Miscellaneous Employees retirement plan and the applicable Police or Fire Department retirement plans if the Miscellaneous Employee transfers to either the Police or Fire Department.

2. Additionally, under this proposed ordinance, when a uniform employee of the Police or Fire Department transfers to a Miscellaneous department, the uniform employee would be allowed to retain his or her retirement credits earned under the Police or Fire Department retirement plans. Currently, the retirement credits earned by the uniform employees under the Police or Fire Department retirement plans are converted to credits earned under the Miscellaneous Employees Retirement System plan. The credits earned under the Police and Fire Department retirement plans are more valuable than credits earned under the Employees Retirement System for Miscellaneous Employees.

3. Further, under this proposed ordinance, Miscellaneous Employees, and Police and Fire Department Uniform employees, who were previously forced to withdraw their retirement contributions under the Employees Retirement

System when they transferred to different retirement systems, would be allowed to repay those monies to their respective retirement plans, thereby making them eligible to receive prorated Retirement benefits from both the Miscellaneous Employees retirement plan of the Employees Retirement System and the applicable Police or Fire Department retirement plans.

4. These changes will give San Francisco Retirement Plan members the same rights and benefits when transferring within the System as they now have when transferring to a reciprocal plan outside the System.

Comments:

1. Section 8.500 provides that before the Board of Supervisors can take action on ordinances relating to members' retirement benefits, the Employees Retirement System must submit to the Board of Supervisors an actuarial report on the cost and effect of any proposed change in the benefits under the retirement system.

2. Attached is a letter from Mr. Kieran Murphy, Actuary of the Employees Retirement System, describing the background to this proposed ordinance, its effects, and the associated costs. Mr. Murphy states regarding the cost of the proposed ordinance "The cost, however, should be relatively minor. When the Charter amendment was first proposed in mid-1992, the cost was estimated to be approximately \$1 million, on a lump sum basis. There is no further data available upon which to make a more precise estimate. The \$1 million cost would increase the Retirement System's liability and would be paid to the Retirement System by the City over a period of years. If the amortization period used by the Retirement Board were 20 years, the increased annual contributions by the City would be approximately (in the region of) \$60,000."

3. An Amendment of the Whole has been drafted that would add a provision to allow an employee, who takes a leave of absence from one City position to take another City position, to maintain his or her retirement benefits under the prior position while earning retirement benefits under the new position. This Amendment will be introduced at the Government Efficiency and Labor Committee on July 7, 1993. Mr. Murphy has submitted a second letter (also attached) in response to the proposed Amendment of the Whole.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

City and County of San Francisco

San Francisco City and County
Employees' Retirement System

May 17, 1993

John L. Taylor, Clerk of the Board
Board of Supervisors
Room 235, City Hall
San Francisco, CA 94102

Re: File No. 97-93-104

Ordinance amending the San Francisco Administrative Code by
adding Section 16.455-7, regarding Internal Reciprocity of
Pension Benefits within the Retirement System.
(Supervisor Achtemberg)

Dear Mr. Taylor:

Charter Section 8.500 requires an actuarial report on the cost and effect of proposed changes in retirement benefits. This letter is intended to provide the required actuarial report regarding the above proposal.

Background to the Proposal

In November 1992, San Francisco voters passed Proposition G, enabling the Board of Supervisors to set up reciprocal pension benefits within the San Francisco Employees' Retirement System. One purpose behind this Charter amendment was to address an inequity which had existed for some time: when Miscellaneous Plan members became Police Officers or Firefighters they were required to take a refund of their Miscellaneous Plan contributions and to lose all benefits earned in that plan. Another reason for the Charter amendment was to provide similar reciprocal benefits to Retirement System members transferring between plans within San Francisco as already existed for members transferring between San Francisco and many other California public plans.

Effect of the Proposal

The proposed ordinance addresses those issues. The main features of the ordinance are as follows:

- it would allow Miscellaneous Plan members transferring to the Police or Fire Plans to leave their Miscellaneous contributions on deposit and, when they eventually retire, to receive a prorated retirement benefit, partly based on their Miscellaneous service credit and partly based on their Police or Fire service credit

- any Police Officer or Firefighter on active duty on or after April 1, 1993 who was forced to accept a refund of Miscellaneous contributions can redeposit those contributions plus interest, recoup the Miscellaneous service lost and receive a prorated pension benefit upon retirement
- it would allow Police Officers and Firefighters to transfer to the San Francisco Miscellaneous Plan and to eventually receive a prorated retirement benefit, based partly on their Police or Firefighter service credit and partly on their Miscellaneous service credit; this is a change from current provisions which require Police Officers or Firefighters transferring to the Miscellaneous Plan to convert their Police or Fire service credit on a one-for-one basis to less valuable Miscellaneous service credit.

The internal reciprocity arrangement set up by the ordinance would contain similar important features and conditions to those found in the California-wide reciprocal agreement of which the San Francisco Retirement System is a part. Included in the internal arrangement are the following:

- internal reciprocity will not apply unless a transfer to a second retirement plan is completed within six months of leaving active membership in the first plan
- the member cannot receive reciprocal benefits unless he or she retires concurrently from all plans
- Final Compensation for retirement purposes will be based on the highest compensation earned by the member while in any plan; however, the appropriate rules (such as inclusion of overtime or not) will be applied according to the provisions of each particular plan.

When these provisions are in place, the overall effect on the configuration of Retirement System benefits and provisions should be positive. A clear inequity will have been addressed, movement between Safety and Miscellaneous City positions will be greatly facilitated, and the rights that Retirement System members now enjoy when they transfer to other reciprocal plans within California will be available for transfer within the City.

Cost of the Proposal

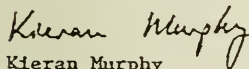
There will be a cost to the proposal. Some proportion of the Police Officers and Firefighters who were forced to receive a refund of their contributions will redeposit those contributions and the Retirement System will become liable for payment of an extra retirement benefit to those individuals. Also, some proportion of Miscellaneous members who become Police Officers or Firefighters in the future will choose to leave their contributions with the

Retirement System and receive a Miscellaneous retirement benefit along with their Police or Firefighter Benefit. In addition, the small number of Police Officers and Firefighters who transfer to the Miscellaneous Plan will receive better retirement benefits than they otherwise would have.

The cost, however, should be relatively minor. When the Charter amendment was first proposed in mid-1992, the cost was estimated to be approximately \$1 million, on a lump sum basis. There is no further data available upon which to make a more precise estimate. The \$1 million cost would increase the Retirement System's liability and would be paid to the Retirement System by the City over a period of years. If the period used by the Retirement Board were 20 years, the increased annual contributions by the City would be approximately \$60,000.

A Retirement System representative will be at the Committee hearings to answer any questions.

Sincerely,



Kieran Murphy
Actuary

cc: Supervisor Terrence Hallinan, Chair, Governmental Efficiency and
Labor Committee
Supervisor Barbara Kaufmann
Supervisor Sue Bierman
Ed Harrington, Controller
Teresa Serata, Mayor's Budget Office
Harvey Rose, Budget Analyst
Dan Maguire, Deputy City Attorney
Clare Murphy, General Manager
Mark Mactas, Towers Perrin

City and County of San Francisco

San Francisco City and County
Employees' Retirement System



May 28, 1993

John L. Taylor, Clerk of the Board
Board of Supervisors
Room 235, City Hall
San Francisco, CA 94102

Re: File No. 97-93-10.
Ordinance amending the San Francisco Administrative Code by
adding Section 16.55-7, regarding Internal Reciprocity of
Pension Benefits within the Retirement System.
(Supervisor Achtenberg)

Dear Mr. Taylor:

This letter is intended to provide supplemental information on the above Ordinance. The particular issue to be reviewed concerns a possible amendment which would have the effect of combining leaves of absence and reciprocity within San Francisco. A more comprehensive report on the ordinance, without this amendment, was sent to you on May 17, 1993.

Background

Reciprocity normally applies when an individual terminates his or her position with one organization within a reciprocal network and begins work for another organization in the network within six months. In such a situation, the individual does not retain any job rights with the first organization; he or she merely retains a right to a prorated retirement benefit. If the individual were to return to work for the first organization, reciprocity would apply only to retirement benefits; it would not require that job rights or benefit rights for future service be based on prior job status.

Unusual circumstances sometimes arise, where an individual does not terminate his or her position with the first organization but instead takes a leave of absence. In that case, the leave of absence status protects the job and pension status in the first organization while the individual is earning retirement benefits in the second organization. The individual is then able to transfer back to the position and level of benefits he had in the first organization. The question has arisen:

Should the ordinance be amended so that if such a transfer were to occur within San Francisco then the individual would be allowed to earn retirement benefits under a different retirement plan while on leave of absence from the first plan and so that reciprocity would be applied to all sets of retirement benefits earned?

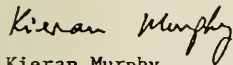
Recommendation

As Retirement System Actuary, I recommend that the answer be yes to both parts of the question. That recommendation is based on the following considerations:

- It is important that, unless there exists a good reason to the contrary, reciprocity within San Francisco be consistent with reciprocity between San Francisco and other California public retirement plans; recent inquiries show that if an individual were to take a leave of absence from San Francisco to work for an organization providing pension coverage under a reciprocal plan, reciprocity would be granted by the reciprocal plan.
- It would not violate a basic rule of reciprocal agreements that an individual cannot receive reciprocity for retirement benefits earned concurrently in two plans.
- Even if it were not consistent with external reciprocity, this provision would probably be in the interests of San Francisco in that it would provide the City with greater flexibility in using the skills of the existing workforce.
- It would also give individuals more freedom to plan and carry out career moves.
- The fiscal impact would be minimal; it is expected that very few individuals would be affected and that, even in those cases, the increased costs to the City would not be large.

I hope that this information provides sufficient information for consideration of this item. Please call me at 554-1585 if you have any questions.

Sincerely,



Kieran Murphy
Actuary

cc: Supervisor Terrence Hallinan, Chair, Governmental Efficiency
and Labor Committee
Supervisor Barbara Kaufmann
Supervisor Sue Bierman
Ed Harrington, Controller
Teresa Serata, Mayor's Budget Office
Harvey Rose, Budget Analyst
Dan Maguire, Deputy City Attorney
Clare Murphy, General Manager
Mark Mactas, Towers Perrin

Item 3 - File 27-93-12

Department: Airports Commission

Item: Ordinance approving Modification to the lease between DFS-West, the Principal Concession in the lease and a Division of DFS Group L.P., and the City and County of San Francisco, acting by and through its Airports Commission, for the International Terminal Duty-Free Retail Outlet .

Description: The existing lease with DFS-West, a division of DFS Group L.P., is dated November 2, 1982, and will expire on July 14, 1993. Duty Free Shoppers-West (DFS-West), the principal concession in the lease, is a retail outlet located in the International Terminal of San Francisco International Airport. The following modifications to the lease between DFS-West and the City and County of San Francisco have been proposed:

1. Currently, 3,075 square feet or 25 percent of the 12,298 square feet leased by DFS-West is sublet to Minority or Women Business Enterprises, as follows:

<u>Enterprise</u>	<u>MBE/WBE Status</u>	<u>Type of Goods Sold</u>	<u>Number of Square Feet</u>	<u>Percentage of Total</u>
West-End Motives	MBE/WBE	Western-style goods	1,845	15.0 %
Benny Tan	MBE	Posters	615	5.0 %
Heller-Roberts	WBE	Flowers	615	5.0 %
Total			3,075	25.0 %

The proposed ordinance would increase MBE/WBE participation to 30 percent (3,690 square feet) of the 12,298 square feet that comprise the leasehold. This additional space would be provided to the selected MBE/WBE by November 1, 1993 and would be sublet either to one of the three MBE/WBE establishments already present or to a new MBE/WBE.

2. The proposed ordinance would also modify the lease between DFS-West and the City and County of San Francisco by extending the current lease that expires on July 14, 1993, until the opening of the new International Facilities complex and the conversion of the existing International Terminal to domestic use in approximately May of 1997.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. Each year the Airport receives from the principal concession, DFS-West, either 20 percent of gross revenues or the Minimum Annual Guarantee (MAG), \$1,093,763, whichever is higher. The lease modification would increase the Minimum Annual Guarantee to \$2,648,922, or by 142 percent.

4. The proposed ordinance would further modify the lease by adjusting the Minimum Annual Guarantee to reflect the published Consumer Price Index (CPI) for July, 1993, and by continuing the CPI adjustment for each subsequent year of the lease extension.

5. Finally, the lease modification would authorize the lessee to refurbish its retail selling facilities at a minimum cost of \$400,000, or approximately \$33.00 per square foot. DFS-West would submit a plan for refurbishment within 60 days of the commencement of the extension, or by September 13, 1993. All work would be completed in the Fall of 1993.

Comments:

1. Mr. Bob Rhoades of Airport Property Management reports that the reason for the lease extension is that the International Terminal of the San Francisco Airport is currently undergoing reconstruction, which creates difficulties in bidding out a new lease. According to Mr. Rhoades, the Airport Commission believes that the best method of protecting its revenues during these changes is to extend the existing lease.

2. Ms. Angela Gittens of Airport Business and Finance reports that the construction of the new International Facilities complex and the conversion of the existing International Terminal to domestic use is expected to be completed in May of 1997.

3. According to Ms. Jean Caramatti, Airport Commission Secretary, DFS-West has communicated its commitment to extend under the proposed modified conditions.

4. Modification to the DFS-West International Terminal Duty Pay Principal Concession Lease was adopted on May 18, 1993, by Airports Commission Resolution No. 93-1000.

Recommendation: Approve the proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 7, 1993 Government Efficiency and Labor Committee Meeting

Item 4 -File 117-93-1

Department: Fire Department

Item: Ordinance amending the San Francisco Municipal Code (Fire Code) by adding Section 4.209 thereto, to authorize the Fire Department to include administrative costs on liens that will be placed against properties in order to recover reinspection fees.

Description: The proposed ordinance would amend Part 2, Chapter 4 of the San Francisco Municipal Code by adding a new Section 4.209. The proposed amendment to the Municipal Code would provide for the Fire Department to add administrative processing costs to liens that will be placed in order to ensure the collection of unpaid reinspection fees. Over the last five years, the Fire Department has accumulated 1,735 cases of unpaid reinspection fees that will require the placement of liens on the properties to assure payment of the fees.

Comments: 1. The Fire Department will add an administrative cost of \$36.65 per lien based on the actual cost of a one time expense of \$17,051 for planning and initial preparation costs, as well as \$57,880 in ongoing administrative costs including the following activities:

- 1) Answering telephone inquiries;
- 2) Research by computer and document file;
- 3) Replying to letters received;
- 4) Arbitrations;
- 5) Processing of lien notices, including printing and mailing;
- 6) Processing of returned mail, including research with the City Assessor's record for name of owner and mailing address;
- 7) Processing of payments received;
- 8) Consultation with other City agencies; and
- 9) Official representation to the Fire Commission and Board of Supervisors.

The Fire Department proposes to recover the initial/preparation cost of \$17,051 over a period of 3 years. Therefore, the Fire Department estimates the initial/preparation cost for fiscal year 1992-93 to be \$5,684 (\$17,051 divided by 3 years). The total administrative costs to be applied to the 1,735 liens is estimated as follows:

Initial/Preparation Administrative Cost	\$ 5,684
Ongoing Administrative Cost	<u>57,880</u>
TOTAL	\$63,564

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BUDGET ANALYST

Therefore, the administrative cost per lien is \$36.65 (\$63,564 divided by 1,735 liens).

2. The total estimated revenue from the collection of these administrative costs for the 1,735 lien notices is \$63,587.75 (1,735 lien notices @ \$36.65). Moreover, it is estimated that 347 lien notices will be processed in each subsequent year, resulting in additional General Fund revenue of approximately \$12,717 (347 lien notices @ \$36.65) annually.

Recommendation: Approve the proposed Ordinance

Item 5 -File 47-92-8.1

Departments: Parking and Traffic
Real Estate

Item: Resolution confirming award of the management agreement for the Vallejo Street Garage (766 Vallejo Street) to City Parking Company.

Description: In November, 1992, the Board of Supervisors approved an ordinance (File 47-92-7) which authorized the Parking Authority to terminate an existing lease with Metropolitan Parking Corporation for the Vallejo Street Garage and to execute an interim lease until a public bidding procedure for long-term operation of the garage was completed.

In February, 1993, The Board of Supervisors approved an ordinance (File 47-92-8) which adopted bid documents and authorized a management agreement for operation of the Vallejo Street Garage. Under the approved management agreement the garage operator will receive a management fee based on a stipulated percentage of gross revenues. Gross revenues are defined as all revenues received as a result of garage operations, less the City's parking tax. The balance of the parking revenues will be kept by the City. All revenues received by the garage will be deposited by the garage operator to a Revenue Account which will be under the City's exclusive control. The City will pay the applicable monthly management fee to the garage operator from the Revenue Account. The management agreement will be for a period of five years, commencing upon execution of the management agreement between the City and the successful bidder.

The bidding was for the percentage of management fee that the City would pay from gross revenues to the garage manager. The lowest such management fee would result in the highest net revenue to the City. Pursuant to the provision in the Invitation to Bid, bids were received and opened from the following prequalified bidders in April, 1993:

	<u>Management Fee Percentage</u>	<u>Bid Preference</u>	<u>Adjusted Management Fee Percentage</u>
American Vantage	31.80	10%	28.62
City Parking Co.	32.70	10%	29.43
Allright Parking	31.58	--	31.58
Car Park	35.88	--	35.88
Five Star Parking	37.52	--	35.52
City Park	41.48	--	41.48
Pansini Corp.	42.00	--	42.00
O.K. Parking	51.33	--	51.33

The Real Estate Department reports that American Vantage was determined to be a non-responsible bidder due to limited and uncertain financial resources which would make it difficult for them to perform the financial operations required under the management agreement. Therefore, the Real Estate Department is recommending that the management agreement for operation of the Vallejo Parking Garage be awarded to the second lowest, responsive and responsible bidder, City Parking Company.

Comments:

1. The lease with Metropolitan Parking Corporation was terminated with the Board of Supervisor's approval in October, 1992 (File 47-92-7). Under the terms and conditions of the lease Metropolitan Parking Corporation received 29.72 percent of gross revenues not including Parking Tax funds, and the City received 70.28 percent. Since the termination of the previous lease with the Metropolitan Parking Corporation, the Vallejo Street Garage has been operated on an interim basis by the City Parking Co., under the same terms and conditions as the City's previous lease with the Metropolitan Parking Corporation.

2. Under the provision of the management agreement, that was previously approved by the Board of Supervisors (File 47-92-8), City Parking Co. would receive a monthly management fee equal to 32.7 percent of the gross revenue each month payable by the City for a period of five years for (1) managing the operation of the garage, and (2) for payment of all operating expenses.

3. Mr. Harry Quinn of the Real Estate Department reports that the estimated total revenues from the Vallejo Street Garage is unchanged. The following table shows current and projected revenues for the Vallejo Street Garage:

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BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 7, 1993 Government Efficiency and Labor Committee Meeting

	<u>1992-93</u>	<u>1993-94</u>
Gross Revenues	\$680,000	\$680,000
Less Management Fee	<u>202,096</u>	<u>222,360</u>
Net Parking Revenues	\$477,904	\$457,640
 Parking Tax Revenues	<u>170,000</u>	<u>170,000</u>
 Total City Revenues	\$647,904	\$627,640

4. The Real Estate Department reports that the date in Line 1 on Page 2 of the proposed resolution is incorrect and should be changed from January 25, 1993 to April 8, 1993. The proposed resolution should be amended to include the correction.

Recommendation: Amend the proposed resolution on Line 1 of Page 2 to include the correct date of April 8, 1993 and approve the proposed resolution as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 6 - File 172-92-22.1

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Resolution authorizing the Municipal Railway to modify an existing contract with Breda Costruzioni Ferroviarie S.p.A. to purchase 4 additional light rail vehicles (LRVs) and extend the contract period to December 4, 1993, for the purpose of exercising the option to purchase up to 11 additional LRVs.

Amount: \$8,788,000

Source of Funds: A combination of State Urban Rail (Proposition 108) and State Guideway Grants

Required Match: None

Time Extension: Six Month Extension from June 4, 1993 to December 4, 1993

Description: On May 22, 1989, the Board of Supervisors approved Resolution 403-89 (File 94-89-2) which authorized the PUC to apply for, accept and expend \$60,224,066 in Federal FTA Section 3 and local match funds to acquire an additional 40 light rail vehicles (LRVs) for planned rail extensions and projected ridership growth throughout the expanded fixed rail network for the City. At that time it was anticipated and projected that a purchase contract for 40 LRVs would cost \$53,000,000 or \$1,325,000 per LRV. This purchase was not made.

Instead, two and one-half years later, on November 12, 1991 the Board of Supervisors authorized the PUC (Resolution 984-91) to enter into a contract with Breda Costruzioni Ferroviarie S.p.A. of Italy to manufacture 35 LRVs, using a combination of Federal, state and local matching funds of which \$72,765,000 would be needed to manufacture the original 35 LRVs (\$2,079,000 per LRV). Subsequently, on December 4, 1991, the Municipal Railway (MUNI) entered into a purchase agreement with Breda Costruzioni Ferroviarie S.p.A. to acquire the 35 LRVs. The contract included an option to purchase up to 20 additional LRVs (increasing the number to 55 LRVs) within one year at \$2,197,000 per LRV.

On January 19, 1993, the Board of Supervisors approved Resolution 23-93 (File 172-92-22) which authorized the Municipal Railway (MUNI) to further modify the Breda Contract in order to purchase five additional LRVs before the existing expiration date of December 4, 1992, and extend from

that date to June 4, 1993, the expiration date for the option to purchase the remaining 15 LRVs (20 less 5).

The proposed contract amendment would increase the current contract with Breda Costruzioni Ferroviarie S.p.A. by \$8,788,000 from \$93,072,695 to \$101,860,695 in order to purchase four additional LRVs, as follows:

<u>Description</u>	<u>Cost per LRV</u>	<u>No. of LRVs</u>	<u>Total Cost</u>
Original Contract (LRV Cost)	\$2,079,000	35	\$72,765,000
Related Costs including Tooling Spare Parts, Training, Manuals and Test Equipment			<u>9,322,695</u>
Subtotal - Original Contract			\$82,087,695
Previous Amendment	2,197,000	<u>5</u>	<u>10,985,000</u>
Subtotal - Current Contract		40	93,072,695
Proposed Amendment (subject of this legislation)	2,197,000	<u>4</u>	<u>8,788,000</u>
Total - Amended Contract *		44	\$101,860,695

* In addition, as identified in Comment 1, the project includes \$1,683,095 in Pre-Contract Costs and \$9,533,350 in contingencies for a total project cost of \$113,077,140.

The proposed contract amendment would also extend the expiration date of the contract to allow for exercising the purchase option of up to the remaining 11 LRVs (55 less 44) to December 4, 1993.

Comments:

1. PUC Finance Bureau has provided the following summary of the sources and uses of the total funding pertaining to the LRV Contract with Breda Costruzioni Ferroviarie:

Sources:

FTA (formerly UMTA) Section 3 Grant Funds	\$45,168,048
FTA (formerly UMTA) Section 9 Grant Funds	890,400
State Guideway Grants	14,961,412
State Urban Rail Grants	12,900,000
Bridge Tolls, AB 664	992,750
Bridge Tolls, Measure 1	3,792,854
Transit Impact Development Fee	13,434,076
Transportation Authority Sales Tax Revenues	12,900,000
San Francisco Municipal Railway Improvement Corporation (SFMRIC)	37,600
Safe Harbor Lease Revenues	<u>8,000,000</u>
Total Sources	\$113,077,140

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Uses:

Pre-Contract Costs:

Specification and Bid Process	\$1,113,000	
Purchasing Contract Consultant (Booz-Allen and Hamilton)	370,095	
MUNI Purchasing support	<u>200,000</u>	
Subtotal		\$1,683,095

Contract Costs:

Purchase of 35 Light Rail Vehicles (LRVs)	\$72,765,000	
Purchase of 5 Additional LRVs (subject of Resolution No. 23-93))	10,985,000	
Purchase of 4 Additional LRVs (subject of this Legislation)	8,788,000	
Tooling	3,664,474	
Spare Parts	3,350,893	
Training	348,283	
Manuals	852,243	
Test Equipment	<u>1,106,802</u>	
Subtotal		101,860,695

Contingency:

9,533,350

Total Uses

\$113,077,140

2. Mr. Jerry Levine of PUC Finance Bureau advises that PUC intends to fund the \$8,788,000 purchase of the 4 additional LRVs from the State Urban Rail and Guideway Grants of the total \$101,860,695 pertaining to the LRV Contract with Breda Costruzioni Ferroviarie.

3. In addition, Mr. Levine advises that MUNI has placed its order to Breda Costruzioni Ferroviarie S.p.A. for the subject 4 additional LRVs but is withholding a notice to proceed with the purchase until the Board of Supervisors approves the subject resolution.

4. Mr. Levine also advises that the option to purchase up to an additional 11 LRVs would be at the same price of \$2,197,000 per vehicle (\$24,167,000 for 11 LRVs) as the price agreed to in the subject contract modification.

5. Mr. Levine further advises that the furnishing of additional parts at no additional cost is at this time limited to 7 sets of track brake wear plates as replacements. The value of these parts is estimated to be \$43,680.

Recommendation: Amend the proposed resolution to retroactively approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 7 -File 25-93-15

Department: Department of Public Health
San Francisco General Hospital Substance Abuse Services

Item: Resolution concurring with the Controller's certification that weekend and holiday security guard services can be practically performed for the Department of Public Health, SFGH, Substance Abuse Services by a private contractor for a lower cost than similar work performed by City employees.

Services to be Performed: Security Guard Services

Description: The Controller has determined that contracting for these security guard services in fiscal year 1993-94 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salaries	\$5,990	\$7,251
Benefits	1,667	2,030
Operating Expenses	<u>237</u>	<u>287</u>
Total	\$7,894	\$9,568
<u>Contract Service Cost</u>	<u>\$5,306</u>	<u>\$5,306</u>
<u>Estimated Savings</u>	\$2,588	\$4,262

Comment: 1. Security guard services were first certified as required by Charter Section 8.300-1 in 1983 and have been provided by an outside contractor continuously since 1983.

2. The current one-year contract, which expires June 30, 1993, is with Cal State Patrol. The Contract Service Cost used for the purpose of this analysis is the current contractor's estimate of security guard services for fiscal year 1993-94. Full-time employees with Cal State Patrol are eligible for health care insurance coverage.

3. The DPH is seeking to renew the current contract with Cal State Patrol based on the company's demonstrated ability to serve this substance abuse population.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

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Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department SFGH Psychiatry - Substance Abuse ServicesContract Services Security Guard ServicesFor the term starting approximately 7/1/93 through 6/30/94

- 1) Who performed services prior to contracting out?

These services have always been contracted out.

- 2) Number of City employees laid off as a result of contracting out?

None.

- 3) Explain disposition of employees if they were not laid off.

No city employee have ever been hired for this service.

- 4) What percent of a City employee's time is spent on services to be contracted out?

None.

- 5) How long have the services been contracted out?

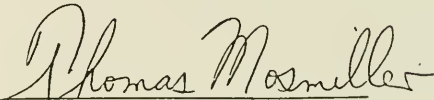
Ten years.

- 6) What was the first fiscal year for a Proposition J Certification?

FY '83 - '84.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

The vendor is a minority owned business.


Department Representative

Telephone 206-8764

Memo to Government Efficiency and Labor Committee
July 7, 1993 Government Efficiency and Labor Committee Meeting

Item 8 - File 25-93-16

The attached reports of the Controller pertain to the proposed resolution concurring with the Controller's certification of costs required by Charter Section 8.300-1 (Proposition J) that Budget Analyst services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

The Budget Analyst provides health care coverage for their employees.

The Controller has certified that Budget Analyst services under contract are provided at a lower cost than if the work were performed by City employees.

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

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May 28, 1993

Honorable Board of Supervisors
City and County of San Francisco
City Hall, Room 235
San Francisco, Ca. 94102

Attention: John L. Taylor, Clerk of the Board

Re: Contracting for Budget Analyst Services

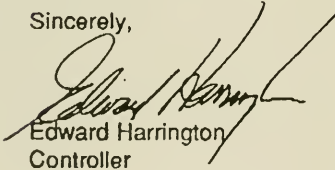
Dear Mr. Taylor:

The cost information and supplementary data provided by your office on the proposed contract for Budget Analyst Services has been reviewed by my staff.

If the services are performed by the contractor at the proposed contract price, it would appear that the services can practically be performed at a lower cost than if the work were performed by City employees at presently budgeted levels. Our opinion is based on information provided that indicates that the comparable level of service would be provided by 18 full - time equivalent professional City employees. A statement of proposed cost and estimated savings for the year commencing July 1, 1993 is attached for your review.

The requirements of Charter Section 8.300-1 relative to the Controller's findings that work can be practically be performed by contract for the year 1993-94 have been satisfied. To complete requirements of the Charter, it will be necessary for your Department to secure approval by resolution of the Board of Supervisors before formal contract documents can be certified by my office.

Sincerely,



Edward Harrington
Controller

Enclosure

cc: Thornton C. Bunch - ERD Mayor
Harvey Rose - Budget Analyst, Board of Supervisors
Marvin Geistlinger - Purchaser

Board of Supervisors
Budget Analyst Services
Comparative Costs of City and Contractual Services
Fiscal Year 1993 - 94

<u>City Services</u>	<u>Low</u>	<u>High</u>
Personnel Services	\$954,490	\$1,131,681
Employee Benefits	<u>209,861</u> \$1,163,351	<u>239,685</u> \$1,370,366
Other Expenses	<u>74,126</u>	<u>74,126</u>
Projected Costs of City Services	\$1,237,477	\$1,444,492
Contractual Services	<u>1,212,690</u>	<u>1,212,690</u>
Estimated Savings	\$24,787	\$231,802

Low - Salary costs are calculated on incremental Step 1 for 13.1 pay periods
and Step 2 for 13 pay periods

High - Salary costs are calculated on incremental Step 5.

FRINGE BENEFITS

Retirement	9.08 %	86,668	102,756
Social Security	7.65%	73,018	86,573
Health Service x 18 employees at 2,074		37,332	37,332
Unemployment Insurance at .10% x 18 empl.		954	1,132
Dental x 18 employees at 605		10,890	10,890

Board of Supervisors
Budget Analyst Services
Comparative Costs of City and Contractual Services
Fiscal Year 1993 - 94

CLASS # & TITLE	STEP	BW 93-94	BW PayPer	NO. OF EMPL	LOW	HIGH
A 289 Chief Accountant 1831 Budget Director & Analyst	1	2,297	13.1	3	90,273	
	2	2,412	13.0	3	94,068	
	5	2,793	26.1	3		218,611
Total					184,341	218,611
A 102 Principal Associate Budget Analyst	1	2,166	13.1	2	58,750	
	2	2,274	13.0	2	59,124	
	5	2,632	26.1	2		137,361
Total					115,874	137,361
1828 Sr. Associate Budget Analyst	1	2,004	13.1	1	26,253	
	2	2,104	13.0	1	27,352	
	5	2,435	26.1	1		63,561
Total					53,605	63,561
1826 Associate Budget Analyst	1	1,731	13.1	8	181,416	
	2	1,818	13.0	8	189,072	
	5	2,104	26.1	8		439,361
Total					370,488	439,361
1892 Asst. Budget Director & Analyst	1	2,424	13.1	1	31,755	
	2	2,545	13.0	1	33,085	
	5	2,948	26.1	1		76,861
Total					64,840	76,861
1831 Budget Director & Analyst	1	3,597	13.1	1	47,121	
	2	3,777	13.0	1	49,101	
	5	4,372	26.1	1		114,111
Total					96,222	114,111
1501 Confidential Secretary	1	1,450	13.1	1	18,995	
	2	1,520	13.0	1	19,760	
	5	1,756	26.1	1		45,861
Total					38,755	45,861
1446 Secretary II	1	1,136	13.1	1	14,882	
	2	1,191	13.0	1	15,483	
	5	1,375	26.1	1		35,861
Total					30,365	35,861
Grand Total					954,490	1,131,681

Low - Salary costs are calculated on incremental Steps 1 and 2.

High - Salary costs are calculated on incremental Step 5.

Board of Supervisors
Budget Analyst - Services
Other Expenses

Description	92 - 93				93 - 94	
	Request			Allow	Request	Allow
Office Rent	32,550			32,550	32,550	32,550
Contractual Services	27,488			25,000	28,862	25,000
Equipment and Supplies	11,385			10,300	11,954	10,300
Materials and Supplies	2,738			2,550	2,875	2,550
Use of Employees Auto	440			0	440	0
Legislative Expenses	1,613			0	1,694	0
Sub - Total	72,614			70,400	78,375	70,400
Overtime	2,705			2,600	2,805	2,805
Premium Pay	1,126			1,126	1,126	1,126
Total OT & Premium Pay	3,832			3,726	3,931	3,726
Grand Total	80,046			74,126	82,306	74,126

Charter 8.300-1 (Proposition J) Questionnaire

Department Board of Supervisors
Contract Services Budget Analyst
Time Period July 1, 1993 through June 30, 1994

- 1) Who performed services prior to contracting out?
Bureau of the Budget
- 2) Number of City employees laid off as a result of contracting out?
None

- 3) Explain disposition of employees if they were laid off.
Two were transferred to other City departments; balance resigned in order to be hired by the contractor.
- 4) What percent of City employee's time is spent on services to be contracted out?

All Bureau of the Budget positions were full-time

- 5) How long have services been contracted out?

14 years, since January 1, 1979.

- 6) What was the first fiscal year for a Proposition J Certification?
FY 1978-79

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?
Contract services are consistent with the Board of Supervisors Department MBE/WBE Action Plan.

John Taylor
Department Representative

Clerk of the Board of Supervisors
(Type Name, Title)
554-5184
Telephone

cxlquespj

Item 9 - File 32-93-3

Department: Board of Supervisors

Item: Resolution approving the submission of a certification application to the Federal Communications Commission (FCC) to regulate cable television rates and adopt and administer FCC regulations.

Description: In the fall of 1992, in order to foster competition in the cable industry and to provide consumers with a greater selection, Congress passed the Cable Television Consumer Protection Act of 1992 (Cable Act). The purpose of the Cable Act is to authorize the Federal Communications Commission (FCC) and local authorities to regulate basic cable services, thereby establishing appropriate price benchmarks and reducing entry barriers for new cable companies. The FCC recently released a document detailing the implementation of the Cable Act with regard to rates and related issues. The FCC has followed this document with several revisions and clarifications and has stated that there will be continuing proceedings on this subject.

As a result of the Cable Act, the City and County of San Francisco, upon certification by the FCC, will be eligible to regulate the lowest level of cable service, basic cable. In San Francisco, cable services are provided by Viacom Cablevision, Inc. (Viacom). Viacom calls its basic cable services Limited Cable, which includes broadcasters, access channels, C-SPAN, and other channels, for which Viacom currently charges \$13.00 per month. Upon certification, the City must regulate Viacom Cable in accordance with certain complex pre-set formulas determined by the FCC, which has established these formulas based upon the cost per channel. Installation rates, equipment charges, and additional outlet fees may also be regulated by the City according to preset formulas based on Viacom's costs.

Pursuant to the Cable Act, the FCC may regulate prices on cable services over and above basic cable, with the exception of premium and pay per view services. In San Francisco, Viacom calls this package the Satellite Value Package, which includes CNN, ESPN, and The Discovery Channel, but which does not include any premium or pay per view channels. Viacom currently charges \$13.40 per month for the Satellite Value Package in addition to the \$13.00 for basic cable. The Satellite Value Package and Viacom's Limited Cable Service (basic cable) together constitute Viacom's Standard Cable Service, subscribed to by 98 percent of Viacom's cable customers. However, the FCC may regulate Viacom's Satellite Value

BOARD OF SUPERVISORS
BUDGET ANALYST

Package only in response to customer complaints. In addition, pursuant to the Cable Act, the City is not authorized to regulate the rates for cable services over and above basic cable, including premium and pay per view services.

On October 1, 1993, the cable television service regulation certification provisions adopted by the FCC will become effective. Upon adoption of the FCC regulations, the City may apply for cable television service regulation certification.

The proposed resolution would approve the filing of a certification application with the FCC to regulate Viacom's basic cable television services for San Francisco subscribers. Furthermore, the proposed resolution would approve the adoption and administration by the City of FCC regulations pursuant to Federal laws and regulations with respect to basic cable service.

In compliance with Viacom's franchise with the City, Viacom pays a franchise fee of 5 percent of its gross receipts to the City, amounting to approximately \$3.2 million annually. If the City chooses to certify for regulation, it must apply FCC mandated rate formulas. Depending on how Viacom's costs fit into these formulas, basic cable rates could increase, decrease, or remain unchanged. In accordance with the Cable Act, if the City requires Viacom to lower the basic cable rate, the City's franchise fee revenue, which is based on Viacom's gross receipts, that are likewise influenced by the subscription rate, would also decrease. According to the FCC formulas, for each one dollar decrease in the price charged for monthly cable services, which could include fees for equipment and additional outlets in addition to the basic subscription rate, the five percent franchise fee paid by Viacom to the City would decrease by approximately \$97,000 annually.

Comments:

1. Ms. Eleanor Elrod of the City Attorney's office reports that, at present, it is impossible to determine what effect regulation of basic cable will have on subscription rates and franchise fee revenues in San Francisco.

2. Although the City, upon certification, would not be authorized to regulate services over and above basic cable, if the FCC were to regulate these services in response to consumers' complaints, such regulation could have an effect on the City's franchise fee revenues. For example, if the FCC were to require that Viacom lower its rates for Viacom's Satellite Value Package, thereby causing a decrease in Viacom's gross receipts, the City's five percent franchise fee from Viacom would also decline.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. In addition to the potential reduction in revenues resulting from the decline in franchise fees, the City may incur increased administrative costs because, once certified, the City would be required to devote staff to oversee regulation and to ensure that FCC rules are enforced. According to Ms. Elrod, the additional costs to the City for the administration of cable regulation would be marginal, as the implementation of FCC's formulas has been designed by the FCC to be elementary. Ms. Elrod advises that the administrative work involved in cable regulation could easily be handled by existing staff.

4. The original effective date of the FCC's cable television rate regulation certification provisions was June 21, 1993. However, due to the need for continuous revisions of these provisions, the FCC has changed this date to October 1, 1993.

5. Ms. Sue Levitin, Director of Public Affairs for Viacom San Francisco, reports that Viacom is in the process of preparing Form 393, a Federal form for the purpose of determining the effect of regulation on basic cable rates, for submission to the FCC on October 30, 1993, the earliest date at which the Form can be filed. Ms. Levitin adds that Viacom does not know the effect of FCC regulation on basic cable rates at this time and will not know until after Form 393 has been completed and reviewed.

6. Ms. Elrod reports that if the City decides to obtain certification for regulation of basic cable, the City has 30 days from October 1, 1993, to inform Viacom that the City will be regulating basic cable rates and to request submission of Form 393 by Viacom to the City. According to Ms. Elrod, the City then has 45 days following the receipt of Form 393 to review the Form. Ms. Elrod reports that this date, in late December of 1993, is the earliest possible date that the City could roughly estimate the effect of regulation on basic cable rates in San Francisco, including the reduction in subscription rates to the consumers and the reduction in franchise fee revenues to the City.

7. Ms. Elrod advises that if the City requires more time to review the Form 393 submitted by Viacom, a 30 day extension to review the Form 393 may be requested from the FCC, thus further delaying estimates of the effect on basic cable rates. Upon completion of the review of Form 393, the Board of Supervisors may conduct public hearings on regulation prior to deciding whether to implement basic cable regulation and on what date to implement regulation. According to Ms. Elrod, it

is conceivable that the entire process may not be completed until April or May of 1994.

8. Ms. Elrod further reports that the City is under no legal obligation to regulate basic cable services, even if the City were to become certified for regulation by the FCC. Thus, the City may, upon knowledge of the effect of regulation on basic cable rates and franchise fees in San Francisco, or for some other reason, opt not to regulate basic cable.

9. Mr. Jonathan Marx, Vice President and General Manager of Viacom, has suggested that the City consider waiting to certify for regulation until the rate regulation rules and formulas are finalized and fully understood by both Viacom and City staff. Mr. Marx reports that the FCC has allowed for retroactive rate adjustments to customer bills if cities choose to regulate at a later date.

10. Ms. Elrod advises that the FCC rules may well become irrelevant in 2 to 5 years for two reasons. First, according to a Congressional Report concerning cable regulation, regulation will permit more companies to enter the cable industry due to lower entry barriers, thereby spurring competition and reducing the need for regulation. In addition, new technological developments, such as satellites, may be able to provide television reception without the use of cables.

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
July 7, 1993 Government Efficiency and Labor Committee Meeting

Item 10 - File 64-93-10

Department: Real Estate Department
Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Resolution authorizing the extension of an existing sublease at 3000 Third Street for the Municipal Railway, for the maintenance and storage of buses.

Location: 3000 Third Street

Purpose of Lease: To store and maintain MUNI buses.

SubLessor: AVIS Rent-A-Car System

**No. of Sq. Ft. and
Cost per Month:** 76,087 square feet at approximately \$0.171 per square foot or \$12,998 per month.

Annual Cost: \$155,976

**% Increase
Over 1992-93:** 3.6%

**Utilities and Janitor
Services Provided by
Lessor:** None

Term of Lease: July 1, 1993 though June 30, 1994

Right of Renewal: Yes

Source of Funds: Municipal Railway Operating Fund

Comments:

1. This space has been subleased for eight years from AVIS Rent-A-Car which leases this property from a private party.
2. According to Mr. Steve Legnitto of the Real Estate Department the lease includes provisions for annual rent increases in response to increases in the Consumer Price Index (CPI). The City is bound by the lease to pay all taxes and assessments levied against the property. Such taxes and assessments are included in the monthly rental amount. According to Mr. Legnitto, the increase in the rent reflects a 3.4 percent increase in the CPI and a 0.2 percent increase in taxes and assessments for an overall increase of 3.6 percent. Mr. Legnitto reports that the proposed rent represents the fair market value for the property.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 7, 1993 Government Efficiency and Labor Committee Meeting

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
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Memo to Government Efficiency and Labor Committee
July 7, 1993 Government Efficiency and Labor Committee Meeting

Item 11 - File 64-93-11

Department: Real Estate Department
Sheriff's Department

Item: Resolution authorizing the renewal of lease of real property at Sixth and Ahern Streets described as Lot "D", Block 3759, Lot 9 and a portion of Lot 12, for the Sheriff's Department for use as replacement parking for the Police Department vehicles during the Hall of Justice construction project.

Location: Sixth and Ahern Streets, Parking Lot "D"

Purpose of Lease: Replacement parking lot for the Police Department vehicles during the Hall of Justice construction project.

Lessor: Wen Chia W. Lee, Mei Huei G. Lin, Tony C. Lin, and Jenny C. Lin

No. of Sq. Ft. and Cost per Month: Approximately 14,625 square feet at \$0.37 per square foot or approximately \$5,411 per month

Annual Cost: \$64,932

% Increase Over 1992-93: Six percent

Utilities and Janitor Services Provided by Lessor: City would be responsible for all utilities and water service.

Term of Lease: Retroactively from February 1, 1993 through February 28, 1994

Right of Renewal: None

Source of Funds: Previously appropriated but reserved funds in the amount of approximately \$100,000 from the 1990 Correctional Facilities Improvement Bond.

Description: In March of 1990, the Board of Supervisors approved a resolution (File 64-91-5) authorizing the Sheriff's Department to enter into a new lease of real property at Sixth and Ahern Streets for use as a temporary parking lot for Police Department vehicles during the construction of the Sheriff's Work Furlough Facility at the Hall of Justice. The Police Department's parking lot for marked and unmarked vehicles was relocated because the then existing parking lot at the Hall of Justice was unavailable due to construction of the new

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BUDGET ANALYST

Sheriff's Facility. The previously authorized lease expired on January 31, 1993. The proposed resolution would authorize a one-year renewal of that lease.

Comment:

1. Ms. Claudine Venegas of the Real Estate Department advises that based on the rental rate in the area of Sixth and Ahern Streets, the rental rate of \$5,411 per month is the fair market value for the property. However, Ms. Venegas also reports that the rental rate of \$5,411 for the 6th Street and Ahern Street site is relatively high in comparison to other parking lots leased from CalTrans by the Police and Sheriff's Departments. Ms. Venegas further reports that the CalTrans properties do not have as much value because 1) the properties are located under the Interstate 80 Freeway and 2) CalTrans has not as yet increased its rates to reflect the fair market value in respective areas. The following table compares the rental rates per square foot of the Sixth and Ahern Streets site with other CalTrans lots used for parking lots:

	<u>Rent Per Square Foot Per Month</u>
Sixth and Ahern Site*	\$0.370
Sixth and Ahern Site	\$0.040
Sixth and Harrison Site	\$0.060
Oak and Harrison Site	\$0.020

*Refers to the subject of this proposed legislation. There are two lots at Sixth and Ahern. The lot at Sixth and Ahern for \$0.040 per square foot per month is a CalTrans lot.

2. According to Mr. Anthony DeLucchi of the Real Estate Department, the proposed resolution would be retroactive to February 1, 1993 due to difficulties in locating the current lessors in order to obtain their signatures on necessary documents.

Recommendation: Approve the proposed resolution

Memo to Government Efficiency and Labor Committee
July 17, 1993 Government Efficiency and Labor Committee Meeting

Item 12 -File 89-93-6

Department: Office of the Mayor, Employee Relations Division

Item: Resolution authorizing the enrollment of classification 8151 Claims Investigator, City Attorney's Office in the State Disability Insurance (SDI) Program.

Description: The proposed resolution would authorize enrollment of Classification 8151 Claims Investigator, City Attorney's Office in the State Disability Insurance Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City because the Controller's payroll/personnel system is already programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently the payroll deduction is 1.3 percent of the first \$31,767 of gross salary for each employee (maximum of \$412.97 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

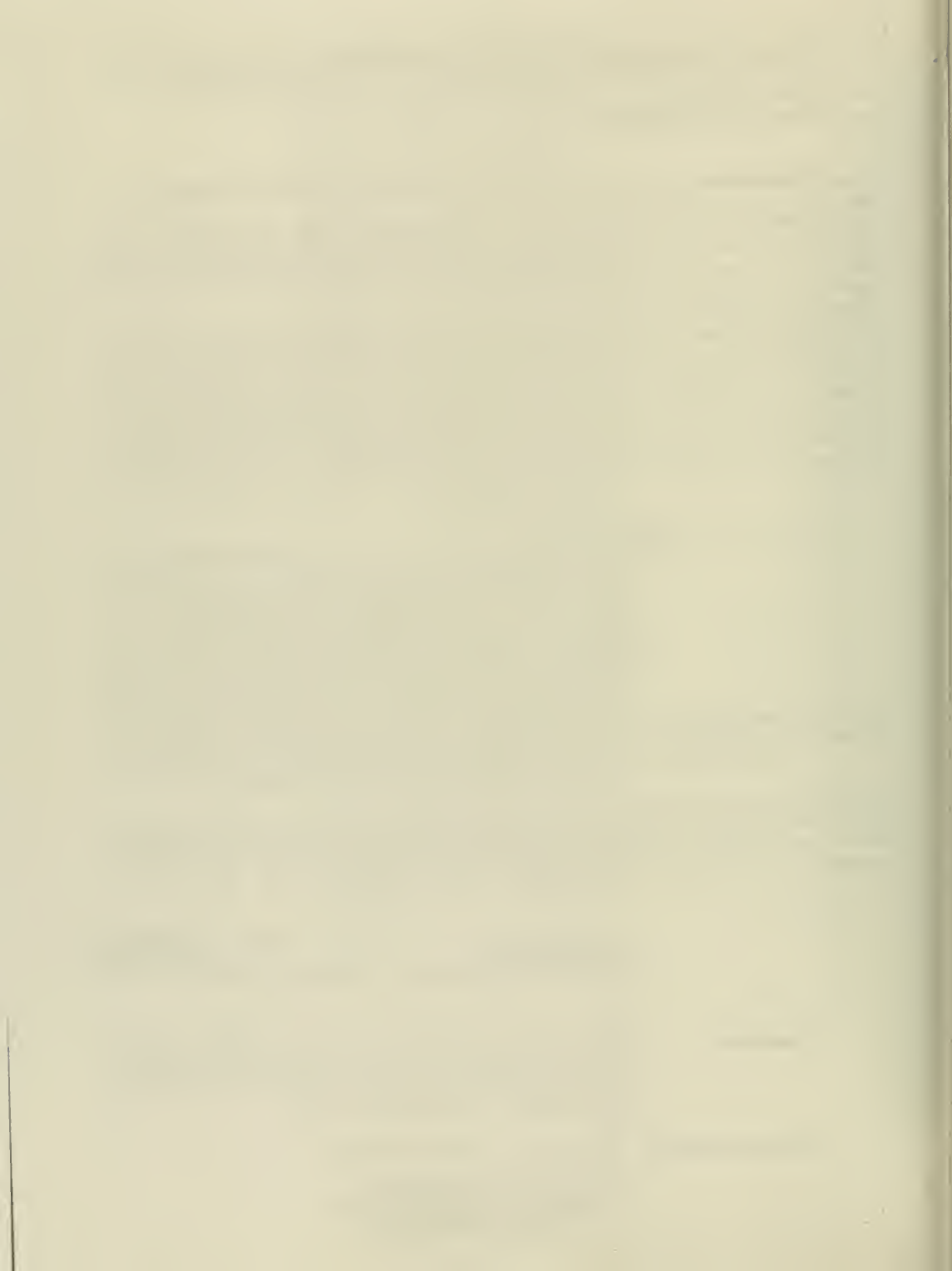
The following classification which is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Classification</u>	<u>Number of Employees</u>
8151 Claims Investigator, City Attorney's Office	5

Comments: The Employee Relations Division (ERD) reports receiving applications requesting SDI coverage signed by all 5 employees in the classification of 8151 Claims Investigator, City Attorney's Office.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST



Item 14 - File 156-93-1

Department: Private Industry Council (PIC)

Item: Resolution approving a two-month extension of refugee employment and training contracts, and approving amendment of the San Francisco County Plan, to reflect those extensions.

Description: The Private Industry Council, a non-profit organization, has been designated by the Board of Supervisors to administer refugee funds on behalf of the City (Resolution 1120-87). These funds originate from the Federal Office of Refugee Resettlement and are allocated to the City through the State Department of Social Services (SDSS). Federal funds are used to provide employment and training services to refugees who are receiving public assistance. The PIC contracts with six community-based agencies for the provision of direct services to the program clients.

The SDSS has requested that the PIC adjust its funding period, which is currently the same as the City's fiscal year period from July 1 through June 30, to conform to the Federal government's funding period which is from October 1 through September 30. Currently, the State does not receive Federal funds for PIC contract program activities until approximately three months after the PIC's fiscal year has already begun. Therefore, the State requests that the PIC change its funding period to enable the State to receive Federal funds at the beginning of the funding period rather than to be reimbursed for expenditures incurred for July, August and September of each year.

The proposed resolution would enable the PIC to adopt a funding period from October 1 through September 30. As a first stage of this transition, the proposed resolution would enable the PIC to extend the current July 1, 1992 through June 30, 1993 contract period for its six contract agencies for an additional two months through August 31, 1993. This extension would enable the PIC to more closely conform to the Federal funding period which begins on October 1, 1993. Mr. Greg Marutani of the PIC advises that there are approximately \$122,000 in unspent Federal funds for fiscal years 1989, 1990, and 1991 and that these funds should be sufficient to fund two additional months of contract activities. The State has agreed that a two-month extension of the present contracts be made for July and August 1993, and that the final adjustment month of September, 1993 be incorporated into a 13-month contract included in the following contract period (from September 1, 1993 through September 30, 1994) as the second stage of the

BOARD OF SUPERVISORS
BUDGET ANALYST

transition. The PIC would then finally be in conformity with the Federal funding period from October 1, 1994 through September 30, 1995 and each subsequent year.

Comments:

1. Mr. Marutani reports that the six contractors are as follows: 1) International Rescue Committee, 2) Career Resource Development Center, 3) Third Baptist Church, 4) Jewish Vocational Services, 5) Catholic Charities, and 6) Children's Council of San Francisco.

2. Mr. Marutani advises that any changes made to the present funding period would need to be reflected in the Refugee County Plan.

Recommendation: Approve the proposed resolution.

Item 15 - File 172-93-21

Department: Juvenile Probation

Item: Resolution authorizing the Chief Probation Officer of the Juvenile Probation Department to renew a contract with California Youth Authority for diagnostic and treatment services and temporary detention not to exceed 90 days; providing for ratification of action previously taken.

Amount: \$3,270 per month per juvenile, or 1/30 of that amount (approximately \$109) per day per juvenile for stays not to exceed 90 days.

Source of Funds: General Fund, included in Juvenile Probation's FY 1993-94 budget request

Contract Period: Retroactively from July 1, 1993 through June 30, 1994

Description: The proposed resolution would authorize the renewal of a contract with the California Youth Authority (CYA), located in Sacramento, for diagnostic, treatment and temporary detention services.

Any Juvenile Court Judge may request that a youth receive an evaluation at CYA prior to determining the appropriate disposition of the youth's case. A youth receiving such diagnostic, treatment and temporary detention services would be housed at CYA for a period not to exceed 90 days. When the CYA evaluation is completed, the youth would return to the Juvenile Probation Department. The Presiding Juvenile Court Judge would then review the CYA evaluation and determine the appropriate disposition of the case.

Comments: 1. The Juvenile Probation Department reports that the Department has contracted with CYA for diagnostic, treatment, and temporary detention services since July 1, 1984. The proposed contract would be the ninth year of an on-going contract.

2. The per placement cost of diagnosis and treatment at CYA facilities is a standard rate established by the State for all Juvenile Courts in California. The City does not have an opportunity to negotiate with the State regarding the rate charged. The State has decreased the rate per juvenile per day for CYA facilities by approximately six percent, from \$116 in FY 1992-93 to \$109 in FY 1993-94.

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3. The amount spent on this contract depends on the number of juveniles and the duration of each juvenile's stay at the CYA facility. The Juvenile Probation Department reports that the Department has no control over the number of juveniles which the Juvenile Courts order to the CYA facilities. Ms. Patricia Grice of the Juvenile Probation Department reports that the Department's actual expenditures for CYA services for FY 1992-93 (as of February 28, 1993) are approximately \$61,132 (527 days at \$116 per day per juvenile, or \$3,480 per month). Mr. Castro of the Juvenile Probation Department indicates that \$100,000 (approximately 917 days at \$109 per day per juvenile, or \$3,270 per month) is included in its FY 1993-94 proposed budget for CYA services. The City's Juvenile Hall rate per day per juvenile is \$148. Based upon actual expenditures to date for CYA services during FY 1992-93, the Department does not anticipate expending more than the \$100,000 included in its FY 1993-94 proposed budget.

Recommendation: Approve the proposed resolution.

Item 16 - File 30-93-3

Department: Department of Public Health (DPH)

Item: This item is a hearing to consider the Department of Public Health's administration of the City's catastrophic illness legislation relating to hours donated, employees work status and earned sick leave credit and application process.

Description Sections 8.364 and 8.441 of the Charter provide that employees of the City may, under certain terms and conditions, individually transfer their unused accumulated sick leave and vested vacation allowance respectively to another individual employee of the City who (1) has been determined to be catastrophically ill, and (2) has exhausted his or her vacation allowance, sick leave and compensatory time off.

Section 16.9-29 outlines the regulations and procedures under which sick leave and vacation credits can be transferred to catastrophically ill employees. Section 16.9-29 includes, in part, the following provisions:

1. In order to be declared catastrophically ill an employee must (1) have sustained a life-threatening illness or injury and (2) have already exhausted all available paid sick leave, vacation, compensatory and in-lieu time.

2. Any employee of the City who is eligible to accumulate and use sick leave and vacation credits and who has been found to meet the definition of catastrophically ill may receive transfers of sick leave and vacation credits from other employees.

3. An employee must complete a prescribed application form and return it to the Department of Public Health (DPH) together with supporting medical documentation. The DPH is required to produce and maintain a sufficient quantity of the prescribed application for employee access and distribution.

4. The DPH or its designee is responsible for examining the documentation supporting the application. The DPH may ask the employee for further documentation and/or to submit to an examination by a physician that it designates to determine if in fact the applicant does suffer from a catastrophic illness. An employee's failure to comply with these requirements may be grounds for rejection of the application.

5. After the DPH makes its determination, it must notify the employee and the employee's department head. In

BOARD OF SUPERVISORS
BUDGET ANALYST

the case of vacation leave transfers, the department head must agree to the determination.

6. In order to continue to qualify as catastrophically ill, an employee who has been determined to be catastrophically ill may from time to time be required to (1) submit to a specified examination and/or (2) supply further documentation of current medical status, as is necessary in the opinion of the DPH, provided that such request must not be made for the purpose of harassing said employee.

7. If an employee is determined not to be catastrophically ill, the employee will have the right to appeal the decision through an administrative appeal process to be established by the Public Health Commission. The DPH must automatically provide the employee with a written letter setting forth the reasons for denial and the procedure for filing an administrative appeal. An employee whose application has been disapproved is not obligated to exhaust the administrative appeals process before reapplying. The employee may in fact reapply after observing a 30-day wait period from the date of the initial denial.

8. All hours transferred must be credited as sick leave for the receiving employee. These hours must be treated as though they are the employee's own sick leave for all purposes, including for continued accrual of vacation credits, sick leave, retirement, pay increments, and eligibility for holiday pay.

9. At the beginning of each pay period, a catastrophically ill employee must use all sick leave and vacation credits accrued during the previous pay period before using any transferred hours.

10. A catastrophically ill employee may use transferred hours retroactively from the date of certification of eligibility back to the date of application.

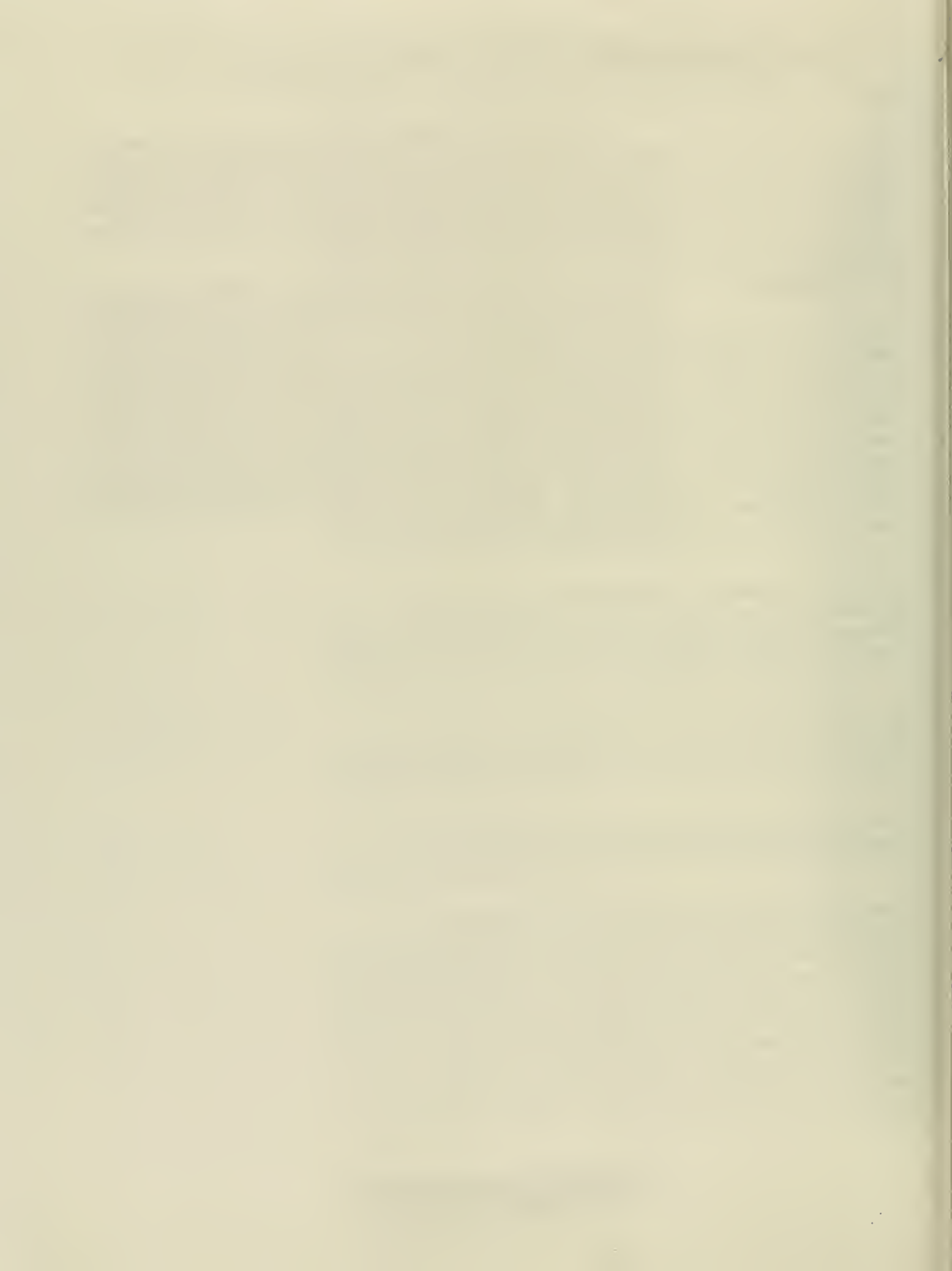
11. A catastrophically ill employee may use transferred credits in a given pay period to the extent that when combined with compensation from the City and all other benefits from public sources, the total does not exceed the pay for 100 percent of the employee's regularly scheduled hours for such a pay period (excluding regularly scheduled overtime and premium pay). A catastrophically ill employee may be required to provide financial records to prove compliance with this subsection. Failure to provide such records is grounds for exclusion from eligibility to receive sick leave and vacation transfer credits.

BOARD OF SUPERVISORS
BUDGET ANALYST

12. If a catastrophically ill employee dies, retires, or resigns before having used all hours transferred, the unused hours will be divided equally among other catastrophically ill employees with sick leave balances of 40 hours or less, provided that no catastrophically ill employee will receive more than 40 hours under this procedure.

Comment:

Mr. Larry Meredith, Deputy Director for DPH Operations, reports that because the identification of the City employees that have applied for sick leave and vacation credits is confidential, DPH requires a minimum of three weeks advance notice in order to properly notify the applicants that a hearing is scheduled by the Board of Supervisors. According to Mr. Meredith, his office was not given advance notice of this hearing and therefore the applicants have not been notified. Mr. Meredith requests that this hearing be continued until September, 1993 because the staff that would be processing the applicant notifications are currently involved in processing layoffs of the DPH employees.



Item 17 - File 228-93-1

1. This item is a hearing to consider consolidating the City's travel services under one travel agency following an open bid process.

2. Department Instruction #1007, Travel Regulations, under the authority of the Controller's Office, establishes official travel policies and procedures within the City. Included in Department Instruction #1007 are provisions governing travel costs, non-travel costs, maximum allowances for travel, allowable travel costs, and documenting travel expenses. In general, an individual performing official travel on City business completes the following tasks:

- Obtains approval from the department and from the Mayor's Office;
- Requests a cash advance from the Controller's Office. The cash advance may include funds for ground transportation, airfare, hotel accommodations, subsistence, and other authorized expenses;
- Books a reservation with a travel agency or with an airline;
- Performs travel;
- Completes a travel expense report, which is processed by the sponsoring department and by the Controller's Office;
- Completes financial settlement.

3. The City's travel budgets are consolidated in Object 112, Travel. Object 112 is differentiated into Subobjects 1206, Travel Expense,* and 1208, Routine Travel.* The budget for FY 1992-93 for Travel, is \$735,380, not including travel funds included in bond funds and grants. Including all fund sources, the City's Travel budget for FY 1992-93 is \$1,511,909. The amounts expended through May 28, 1993, for the two sub-categories of Travel, are as follows:

- * As defined in Department Instruction #1007, routine travel is that official travel performed within the normal service area of a department. All other travel is non-routine travel.

<u>Type</u> <u>Expense</u>	1992-93 Budget	Amount <u>Expended</u>
Travel Expense:	\$1,368,277**	\$887,056
Routine Travel:	<u>143,632**</u>	<u>93,403</u>
Total	\$1,511,909	\$980,459

**Approximate figures

The 1992-93 figures do show that Travel Expense constitutes approximately 90.5 percent of the total Travel budget, or approximately \$1,368,278 (90.5 percent of \$1,511,909).

4. Ms. Maher further stated that of the reported Travel Expense of \$887,056 through May 28, 1993, \$210,256, or 23.7 percent is in General Fund expenditures.

Comments:

1. Travel agencies provide travel services varying in comprehensiveness from relatively simple flight booking to handling all aspects of a trip, including providing credit cards, ground transportation, hotel and automobile reservations, arranging for secretarial services, and detailed reporting. Many mid-sized and large organizations within both the public and private sectors use travel agency services.

2. The Purchaser of Supplies responded to an inquiry from the City Controller dated May 18, 1992, concerning a suggestion made by the Mayor's Fiscal Advisory Committee (MFAC) regarding the League of Cities' Program for airline ticket purchases, as summarized below. We have included the full response of the Purchaser of Supplies as Attachment I.

- a. With respect to the credit card program,* the Purchaser doubted whether the City travel budget was large enough to make cost effective the administration of such a program. Also, according to the Purchaser, no City office that his office had contacted was interested in managing a credit card program.

*The credit card program consists of providing "corporate" credit cards to all employees, or selected employees who travel regularly. Use of such cards enables those traveling to charge most elements of travel expense and can significantly decrease, if not eliminate, the need for travel cash advances.

- b. With respect to consolidating airfares, the Purchaser was of the opinion that under the League of Cities Program with Southwest Airlines (See Attachment II), the City would deal directly with the Airline, bypassing local travel agents, most of whom are small businesses. Further, according to the Purchaser, the costs of administering the Program might outweigh the benefits.

3. The Budget Analyst surveyed a number of jurisdictions in the State to determine whether the jurisdiction used a travel service for its official travel and if it did, the comprehensiveness of that service. The results of that survey are as follows:

- a. Mr. Timothy Bow of the State Office of Fleet Management estimates that the State's dollar volume for airfare alone is approximately \$35 million. Mr. Bow reports that, rather than using

one centralized travel agency, the State contracts directly with two airlines and also participates in a corporate credit card program. Mr. Bow estimates savings from the use of the airline contracts to be approximately 20 percent.

- b. Ms. Carol Reed of the City of San Jose's Purchasing Office reports that San Jose has no centralized travel services system. Ms. Reed states that San Jose employees perform a minimum amount of travel and that a Request-for-Proposals (RFP) issued approximately four years ago did not yield sufficient responses. The City of San Jose did not proceed with a contract.
- c. Mr. A.C. Byrd of the Los Angeles City Purchasing Office reports that travel in City departments over which the City Council has control amounts to approximately \$750,000 annually. Mr. Byrd reports that the City contracts with a single travel agency to provide its travel services, but that those services do not include use of a credit card.
- d. Mr. Paul Lindquist, Purchaser for Alameda County, reports that Alameda County participates in the Southwest Airlines Program (See Attachment II). Mr. Lindquist further reports that an RFP issued approximately four years ago for comprehensive travel services drew no response from travel agencies, due to the small size of the County's travel budget.

4. Possible options for such travel services include the following:

- Continue to perform travel as currently performed under the City's travel regulations, in which individuals are responsible for making their own travel arrangements;
- Contract with one or more airlines to provide air travel;
- Contract with a travel agency to provide centralized, comprehensive travel services, excluding issuance of "corporate" credit cards;
- Same as above, but including the issuance of "corporate" credit cards.

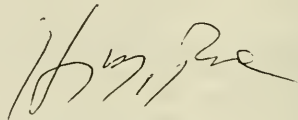
5. Getz International Travel, Inc. submitted a proposal to provide consolidated travel services for the City in a document dated March of 1993. Getz's offer makes representations that its travel services "can achieve substantial cost savings through:"

- Developing and enforcing a travel policy which will provide measurable cost savings results;
- Supplier negotiations which provide the City with buying power to lower costs;

- Revenue Sharing.

6. American Express Company, which provides a worldwide network of travel offices and resources to assist travelers, has also expressed an interest in providing travel and travel-related services to the City. In the judgment of the Budget Analyst, an RFP issued for such services would elicit interest from a number of vendors.

7. A travel-related services program under one centralized travel agency should consider the controls over a "mileage-plus" program.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Leal
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Barbara Kolesar
Ted Lakey

City and County of San Francisco

Purchasing Department



May 21, 1992

To : Ed Harrington
Controller

From : *M. H. Geistlinger*
M. H. Geistlinger
Director of Purchasing

Subject: Your Memo of May 18, re: Airline Purchase Program

Thank you for letting me know about MFAC's suggestion regarding the League of Cities' program for airline ticket purchases.

Purchasing has reviewed this and a related suggestion over the years. The overriding problem we've experienced is that no City office, including mine and yours, has had the time to do the kind of analysis which, Purchasing believes, is necessary for the City to make an informed decision. We have looked at the scope of the analysis and the potential upside and downside of these programs, and have decided that the programs probably would not work well in this environment. But maybe we're wrong, and I'm prepared to reconsider it. At the end of this memo, I'll summarize what I think the analysis should include.

Corporate Card Program

Five years ago we investigated a suggestion we received from American Express. It involved a Corporate Card program. All City travelers would use an American Express card when traveling on City business. As we looked into the proposal, we saw two issues:

- The City's travel budget did not seem large, so managing it differently did not appear to offer enough advantages to outweigh the extra staffing and work. The estimate was based on approximately \$430,000 in FY 86-87 expenditures from subobject 1206. Aren't we going to see a reduction in this kind of expense in the future?
- We contacted several City offices, and none felt that they were the appropriate entity to decide whether the City should have the corporate card. Probably implicit in this opinion was the corollary that they weren't the office to manage the program, either.

We spoke with the Controller; Retirement; Civil Service; and the Credit Union. Nor did Purchasing want the assignment.

Consolidating Airfare

Last fall, the Mayor's Office sent us copies of some League of Cities' materials on Southwest Airlines' voucher program. We told the Mayor's Office of two problems with a program using one airline.

The City would deal directly with the airline, bypassing local travel agents, most of whom are small businesses, which they felt would be a political problem.

Ed Harrington
Mar. 23, 1992
Page 2

- As above, the costs of administering the program might outweigh the benefits. Someone would have to be in charge of analyzing how often the City flew to Southwest's destinations, buying the vouchers, doing the accounting, and otherwise managing the program.

The Mayor's Office did not follow up on our response.

Where to From Here

To launch a Corporate Card program for all City employees, Purchasing has always envisioned an analysis similar to the following:

- Examine all or most of the City's travel records for a certain period of time for general patterns, including how much could be charged on a corporate card vs. how much will always be cash.
- One of American Express's selling points with the Corporate Card program was cash flow: the employee charges travel expenses on the card, and the City reimburses the employee later. How much of our current travel expenses are travel advances vs. reimbursements? If the City shifts to 100% reimbursements, how much do we save?
- How much new effort will it take to manage a Corporate Card system? Is the program worth it?
- What has been the experience of other governments? American Express has signed up a number of them including, if I remember correctly, the state of California.

To consolidate airfare, someone should do the following:

- Based on the corporate card analysis, determine how of the City's travel expenses is airfare vs. hotels, meals, mileage, etc.
- Determine which departments spend the most on airfare.
- Review the City's destinations, and compare them with routes of major airlines. Is there a good correlation between where City travelers fly and the routes of airlines which offer programs such as Southwest's? If so, then we might have prospects.
- Southwest's flyer indicates that from SFO the airline flies only to San Diego. If a City traveler were flying to LAX, for example, he or she would have to go to Oakland

As you can see, this has always looked like a major project to any department which considered it. And with our shrinking resources, everyone is probably more reluctant to take it on than they were formerly. If someone would pay for a consultant, the City could hire one to do the analysis.

If you would like to pursue this further, please give me a call (4-6210).

MHG:mr
9521G

CITY OFFICIALS FLY FOR LESS ON SOUTHWEST

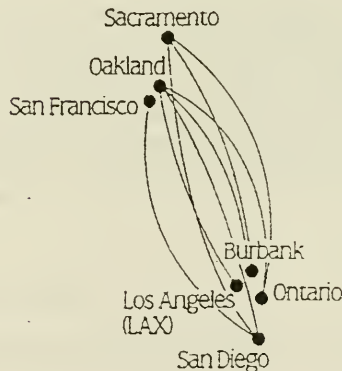
To use the program, the city's travel coordinator should estimate the number of trips the city council and city staff are likely to take during a six-month period and make an advanced purchase of the required vouchers.

Ticket vouchers for each one-way segment cost just \$44.50. The vouchers are then kept in city hall by the purchasing agent, travel coordinator, or other designated person and given to travellers as required for each trip.

Advance flight reservations are not required but are recommended.

The vouchers are valid as tickets on any Southwest flight within California for six months from the date of delivery. Up to 50% of the vouchers purchased can be reissued after six months, applying the full dollar value of unused vouchers to the purchase price of new unrestricted vouchers.

- ✈ ~~\$389 to Sacramento!~~
- ✈ \$89 round trip, unrestricted!
- ✈ Price good for all Southwest flights in California, unrestricted!
- ✈ Official city business only!



SOUTHWEST ROUTES WITHIN CALIFORNIA.

For additional information or to obtain order forms for the purchase of discounted air travel vouchers, contact Karen Durham in the League's Sacramento office (916/444-5790).

THE HISTORY OF THE UNITED STATES

OF AMERICA

FROM THE FIRST DISCOVERY OF THE CONTINENT TO THE PRESENT TIME

BY

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OF THE

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CITY AND COUNTY



Public Library, Documents Dept.
ATTN: Jane Judson
OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

July 19, 1993

DOCUMENTS DEPT.

JUL 20 1993

SAN FRANCISCO
PUBLIC LIBRARY

TO: Government Efficiency and Labor Committee

FROM: Budget Analyst *Recommendations*

SUBJECT: July 21, 1993 Government Efficiency and Labor Committee Meeting

Item 1a - File 147-93-7

Department: Public Library

Item: Resolution authorizing the San Francisco Public Library to apply for \$82,000 in grant funds from the California State Library Services and Construction Act (LSCA) to establish a San Francisco African American History Network in collaboration with the San Francisco African American Historical Cultural Society Research Library and Archives (Society) for the Fiscal Year 1993-94; indirect costs are included in this budget.

Grant Amount: \$82,000

Grant Period: October 1993 to October 1994

Source of Funds: California State Library Services and Construction Act, Title III

Project: African American History Network

Description: The proposed new grant project (African American History Network) would provide public access to the holdings of both the Public Library and the San Francisco African American Historical and Cultural Society Research Library & Archives (Society) by adding the Society holdings to the Public Library's computerized on-line public catalog.

Memo to Government Efficiency and Labor Committee
 July 21, 1993 Government Efficiency and Labor Committee Meeting

Budget:	<u>Personnel - Public Library</u>	<u>FTE</u>	
	Management Inform. Syst. Tech. II	0.50	\$14,826
	Library Assistant	0.35	11,474
	Librarian I	<u>0.43</u>	<u>20,332</u>
	Total Salaries		\$46,632
	Fringe Benefits @ 25% of salaries		<u>11,657</u>
	Subtotal Personnel	1.28	\$58,289
	<u>Operating Expenses</u>		
	Telecom		\$ 2,584
	Supplies		5,468
	Printing		1,000
	Equipment		<u>14,224</u>
	Subtotal Operating Expenses		\$23,276
	Total Direct Charges		\$81,565
	<u>Indirect Charges</u>		
	8% of total direct charges		<u>\$ 6,525</u>
	TOTAL		\$88,090

Required Match: The required "in-kind" match is 28% of grant funding or \$24,665. The Public Library will meet this required match by providing personnel and their salaries, training, and supplies, included in the 1993-94 budget.

No. of Persons Served: 79,039 (based on client population)

Indirect Costs: \$6,525 based on 8 percent of total direct charges

Comments:

1. The "Grant Application Information Form" as prepared by the Public Library is attached.
2. The Public Library has completed a Disability Access Checklist which is on file with the Clerk of the Board.
3. Contractual services would not be utilized for this project.
4. The Public Library has already applied for the proposed grant in order to meet the June 1, 1993 application deadline. Therefore, the proposed resolution should be amended to provide for retroactivity.

BOARD OF SUPERVISORS
BUDGET ANALYST

5. The proposed resolution, as written, would only authorize the Department to apply for \$82,000 in grant funds. This amount does not include indirect costs. Therefore, the proposed resolution should also be amended to reflect that the actual grant amount applied for is: \$88,090 (total direct charges of \$81,565 plus total indirect charges of \$6,525).

Recommendations: 1. Amend the proposed resolution to provide for retroactivity, in accordance with Comment No. 4 above.

2. Amend the proposed resolution to authorize the Public Library to apply for \$88,090 instead of \$82,000, in accordance with Comment No. 5 above.

3. Approve the proposed resolution as amended.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Public Library

Contact Person: Elizabeth Hope Hayes Telephone: (415) 557-4200

Project Title: San Francisco African American History Network

Grant Source: California State Library

Proposed (New / Continuation) Grant Project Summary:

The San Francisco African American Historical and Cultural Society Research Library and Archives (AAHCSRL) is a community resource of valuable research materials, which cover the history and contributions of people of African descent, with emphasis on the San Francisco Bay Area. Included in the AAHCSRL collection are original manuscripts, letters, documents, photographs, monographs, periodicals, etc.. The San Francisco Public Library (SFPL) has a current and widely-used African American print collection of popular materials, including some reference, research and local history. In addition, SFPL's Special Collections Department houses an African American oral history project, both audio and transcripts, conducted by the Library in the late 70s. Offering San Franciscans (and other California Library patrons) equal access to these combined collections will enhance library services and expedite resource sharing for the AAHCSRL and SFPL. It is, therefore, the goal of this project to make available to San Francisco residents African American historical materials held by AAHCSRL and San Francisco Public Library.

Amount of Grant Funding Applied for: \$88,090

Maximum Funding Amount Available: \$89,000

Required Matching Funds: 28%

Number of Positions Created and Funded: 3

Amount to be Spent on Contractual Services: 0

Will Contractual Services be put out to Bid? 0

Term of Grant: October 1993 - October 1994

Date Department Notified of Available funds: April 1993

Application Due Date: June 1, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Kenneth E. D. ei

Department Head Approval



Memo to Government Efficiency & Labor Committee
July 21, 1993 Government Efficiency & Labor Committee Meeting

Item 1b - File 30-92-4.3

Department: Department of Public Health (DPH)
San Francisco General Hospital (SFGH)

Item: Release of reserved funds for construction of a transition nursery at San Francisco General Hospital.

Amount: \$185,419

Source of Funds: AB 75, Capital Outlay Plan

Description: In March, 1993, the Board of Supervisors approved a resolution that amended the AB 75 Capital Outlay Plan for San Francisco, and authorized the expenditure of \$281,602 for capital improvement projects at San Francisco General Hospital. A total of \$249,419 was placed on reserve for contractual services pending the identification of contractors, and the determination of the MBE/WBE status of the contractors and finalized contract cost details. Therefore, if the proposed release of reserved funds is approved, a total of \$64,000 would remain on reserve (\$249,419 in total reserved funds less \$185,419 request).

The reserved funds would be used for the completion of an interim Nursery, during the renovation of the permanent nursery at the San Francisco General Hospital (SFGH). Specifically, the proposed funds would be used as follows:

Contractual Services

Design Partnership (Design Services)	\$48,110
Dome Construction (Construction)	<u>135,000</u>

Total Contractual Services	\$183,110
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Contingency/Inspection Fees	2,309
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Total Request for Release of Reserved Funds	\$185,419
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Comments: 1. Although the proposed construction contractor, Dome Construction, is a local firm, it is not certified with the Human Rights Commission (HRC) as a MBE or WBE firm. Although SFGH has indicated that Dome Construction would allocate \$78,200 or approximately 58 percent of the total proposed contract amount of \$135,000 to Columbia Mechanical Contractors, a City-certified WBE/LBE firm, the Human Rights Commission (HRC) reports that Columbia

BOARD OF SUPERVISORS
BUDGET ANALYST

Mechanical Contractors is not a City-certified WBE/LBE firm. In addition, the Design Partnership is also a local firm, but is not certified with the HRC as a WBE or MBE firm.

2. According to Ms. Angela Carmen of the San Francisco General Hospital (SFGH), \$2,309 budgeted for contingency/inspection fees would be used to cover any additional unanticipated construction costs, and for inspections required by the State Office of Statewide Health Planning and Development guidelines.

Recommendation: Release the reserved funds in the amount of \$185,419.

Item 1c - File 94-90-1.1

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Request for release of reserved funds in the amount of \$2,000,000 for the MUNI Metro Turnback project.

Amount: \$2,000,000

Source of Funds:	Federal Section 3 Capital Assistance Funds	\$35,393,400
	Local Match *	<u>11,797,800</u>
	Total	\$47,191,200

* Local match resources include State Transit Capital Improvement Funds, Clean Air and Transportation Improvement Act of 1990, Kopp-Katz-Baker Transportation Blueprint for the Twenty-First Century, State Transit Assistance Funds, Bridge Toll Net Revenues, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation Funds and/or Transportation Sales Tax Revenues.

Description: The Board of Supervisors previously authorized the Public Utilities Commission to apply for, accept and expend Federal Capital Assistance funds in the amount of \$35,393,400 plus local matching funds of \$11,797,800, for a total of \$47,191,200, for the MUNI Metro Capital Improvement Project (File 94-90-1). Of the \$47,191,200, \$2,000,000 was placed on reserve pending the selection of contractors, the MBE/WBE status of the contractors and contract cost details. The \$2,000,000 is for professional services including public information, archeology and construction management.

The MUNI Metro Capital Improvement Project will provide an improved underground turnback and train storage facility just east of the existing Embarcadero station under Justin Herman Plaza. In addition, the project will bring MUNI Metro service to the surface at the intersection of Folsom and Steuart Streets to connect light rail lines currently being constructed along South Embarcadero. The work includes construction of twin steel-lined tunnels, a reinforced concrete underground box structure, a U-wall structure, track work, systems work, reconstruction of a section of the Howard Street outfall, and ground movement monitoring. The total cost of the project is approximately \$202,000,000. MUNI expects to complete construction by 1995.

Comments:

MUNI has selected Bechtel Corporation to perform construction management and engineering support services on a sole source basis. The plans and specifications already prepared by Bechtel not only define the structures to be built but also prescribe precisely how these structures are to be built. As such, Bechtel was selected on a sole source basis because the contractor was the most knowledgeable of the conditions and specific construction techniques developed for this project. The total amount of the contract with Bechtel is \$20,584,970.

Ms. Gail Bloom, of PUC, advises that the professional services, including public information, archeology and construction management, will be provided as part of the prime contract with Bechtel Corporation. The subcontractors within the Construction Management Group include:

Sub-Contractors, MBE

PGH Wong, Systemwide testing; signal and communication engineering support
John Warren, Scheduling, concrete specialist and utilities engineering support
EPC, Tunnel inspection
Luster, Contract administration, field engineering and quality assurance
Miscellaneous MBE's, secretarial support
Materials Testing Laboratory, materials testing

Sub-Contractors, WBE

Quasar
Electrical inspection, estimate and mechanical and electrical engineering support
Faye Bernstein
Adjacent building structural engineering and inspection
Public Affairs Management
Community Relations
Subtotal

Sub-Contractors, Non-MBE/WBE

Don Todd
Administration and estimation
Harding and Lawson
Hazardous materials
Dames and Moore
Instrumentation and geotechnical engineering
Towill
Survey and settlement monitoring
Board of Consultants
Project guidance

Mr. Flint Nelson of the PUC advises that the MBE/WBE participation under the Bechtel contract amounts to 33.2 percent (25.7 percent MBE plus 7.5 percent WBE) within the total contract amount of \$20,584,970.

However, at the writing of this report, Ms. Bloom has not identified which contractors have been specifically selected to provide the public information, archeology and construction management services to be included in the \$2,000,000 proposed release of reserve. Therefore, since the Department has not specifically identified these contractors, the Budget Analyst recommends that the \$2,000,000 continued to be reserved pending PUC's identification of which contractors will provide the public information, archeology and construction management services.

Recommendation: Since, at the writing of this report, the PUC has not specifically identified the contractors that will perform the public information, archeology and construction services, the Budget Analyst recommends the continued reserve of the \$2,000,000 funding pending specific identification of these contractors, their MBE/WBE status and contract cost details.

Memo to Government Efficiency and Labor Committee
July 21, 1993 Government Efficiency and Labor Committee Meeting

Item 1d - File 94-90-4.1

Department: Public Utilities Commission (PUC)

Item: Release of reserved funds in the amount of \$500,000 for the MUNI Metro Subway Signal Project.

Amount: \$500,000

Source of Funds:	Federal Capital Assistance funds	\$13,500,000
	Local Match *	<u>4,500,000</u>
	Total	\$18,000,000

* Local match resources include State Transit Capital Improvement Funds, Clean Air and Transportation Improvement Act Funds, Kopp-Katz-Baker Transportation Blueprint for the Twenty-First Century Funds, State Transit Assistance Funds, Bridge Toll Net Revenues, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation Funds and/or Transportation Sales Tax Revenues.

Description: The Board of Supervisors previously authorized the PUC to apply for, accept and expend Federal Capital Assistance funds in the amount of \$13,500,000 plus local matching funds in the amount of \$4,500,000, for a total of \$18,000,000, for the MUNI Metro Subway Signal System Replacement Project (File 94-90-4). Of the \$18,000,000, \$500,000 was placed on reserve pending the selection of a contractor, the MBE/WBE status of the contractor and the contract cost details.

The PUC is now requesting that the \$500,000 be released from reserve. The Metro Subway Signal System Replacement Project will modernize the MUNI Metro subway with a system that provides greater safety and allows for closer headways. The Project involves the completion of design and safety analysis, the installation of on-board and wayside computers, an upgraded Central Control Computer and associated infrastructure modifications to accommodate the new system.

The PUC advises that through the Department's Request for Proposal (RFP) Process, the Department has selected Booz, Allen & Hamilton Inc. to provide the necessary contract services. Booz, Allen & Hamilton is neither an MBE or WBE firm. However, the PUC reports that the contract has approximately 30 percent MBE/WBE participation with respect to subcontracts.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
July 21, 1993 Government Efficiency and Labor Committee Meeting

Under the proposed contract, Booz, Allen & Hamilton will provide engineering and construction services and will be responsible for project administration. The contract in the amount of \$735,010 is detailed below:

Personnel

Principal Engineer (465 hrs. @ \$54.83 per hr.)	\$25,496	
Associate Engineer (2,720 hrs. @ \$34.06 per hr.)	92,643	
Senior Consultant (900 hrs. @ \$22.85 per hr.)	20,565	
Researcher/Analyst (100 hrs. @ \$14.97 per hr.)	1,497	
Fringe Benefits and Division Overhead	<u>51,426</u>	
Subtotal		\$191,627

Operating Expenses

Overhead	153,934	
Travel and Subsistence	30,420	
Report Production	442	
Communications	<u>2,160</u>	
Subtotal		186,956

Subcontract Services

ACEX - Technical Services (720 hrs. @ \$70 per hr.) *	50,400	
ACEX - Admin. Services (360 hrs. @ \$35 per hr.) *	12,600	
ACEX - Inspection Services (960 hrs. @ \$50 per hr.) *	48,000	
DTA - Technical Services (480 hrs. @ \$60 per hr.) *	28,800	
Gabellon - Inspection (960 hrs. @ \$50 per hr.) *	48,000	
TPE - Engineering Tests (480 hrs. @ \$75 per hr.) **	36,000	
ARCOST - ANAL (200 hrs. @ \$75 per hr.) *	15,000	
PARSONS-DELEUW (200 hrs. @ \$75 per hr.)	<u>15,000</u>	
Subtotal		253,800

Project Administration 54,542

Contingency (7%) 48,085

Total \$735,010

* MBE contractors

** WBE contractor

Comments:

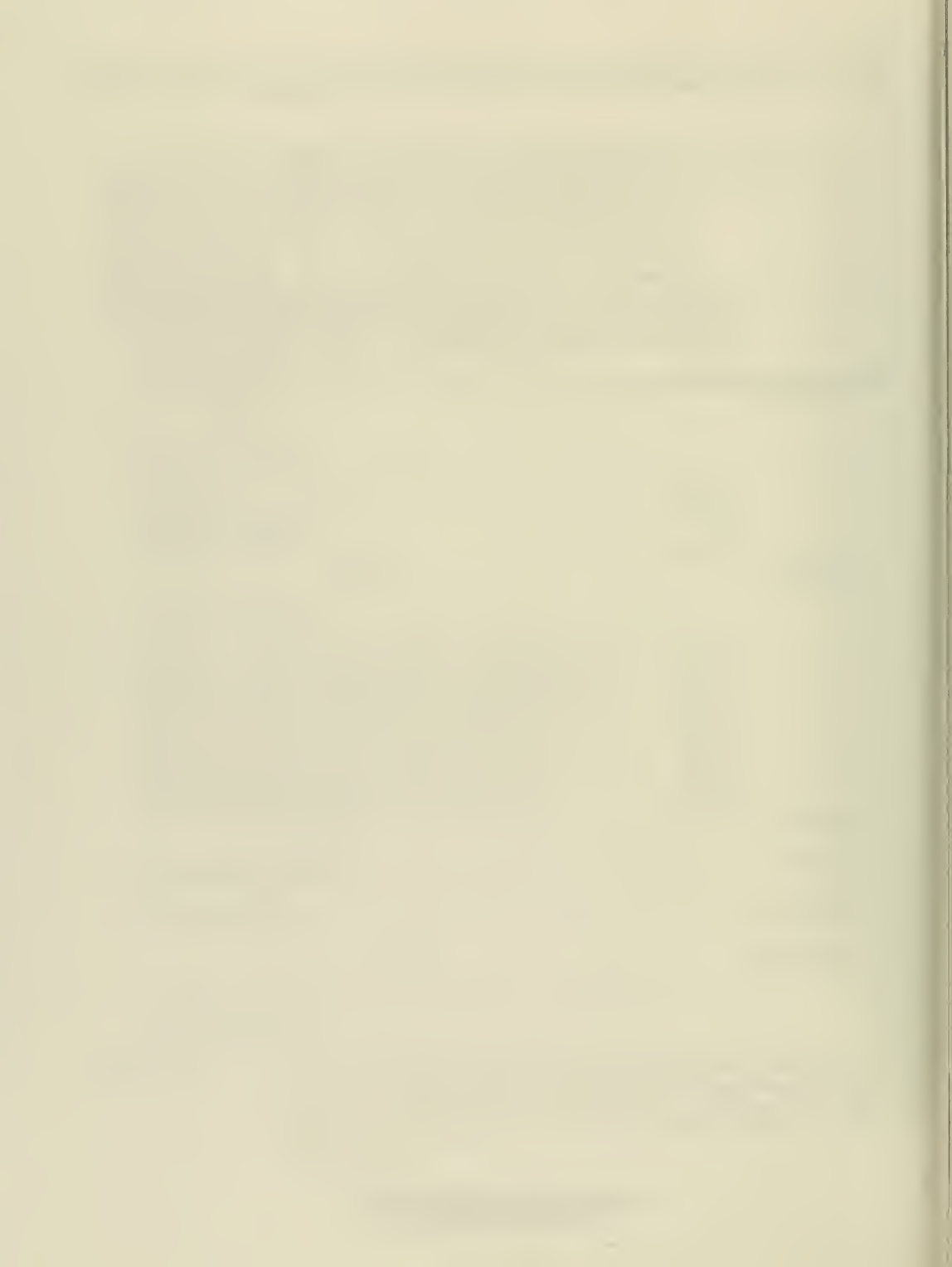
1. Ms. Gail Bloom of the PUC advises that a total of \$238,800 or 32.5 percent of the total \$735,010 contract allocation has been assigned to MBE/WBE subcontractors, including \$202,800 (27.6%) to MBE subcontractors and \$36,000 (4.9%) to a WBE subcontractor.

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2. As noted above, the proposed contract is in the amount of \$735,010 or \$235,010 more than the \$500,000 which was placed on reserve. Ms. Gail Bloom of the PUC reports that the \$235,010 will be paid for by prior year Transit Impact Development Fee (TIDF) funds. Ms. Bloom advises that the actual contract amount is significantly higher than the original estimated amount due to unanticipated delays in the getting the project started and a decrease in PUC staff assigned to this project, which resulted in the need for expanded contract services in order to complete this project.

Recommendation: Release the reserve.



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Item 1e - File 94-91-4.8

Department: Public Utilities Commission (PUC)

Item: Release of reserved funds in the amount of \$894,000 for the Municipal Railway's Fixed Facility Rehabilitation Project - Phase II of the 19th Avenue J/M Layover.

Amount: \$894,000

Source of Funds:	Federal Formula Section 9 Capital	
	Assistance funds	\$13,815,120
	Local Match*	<u>3,453,780</u>
	Total	\$17,268,900

* Local match resources include State Transit Capital Improvement Funds, State Urban Rail Bond Funds, State Clean Air and Transportation Improvement Act Bond Funds, State Transit Assistance Funds, State Transportation Development Act Funds, Bridge Toll Net Revenues, Gas Tax Revenues, Hetch Hetchy Revenues, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation Funds, and San Francisco County Transportation Sales Taxes.

Description: The Board of Supervisors previously authorized the PUC to apply for, accept and expend Federal Formula Section 9 Capital Assistance funds in the amount of \$13,815,120 plus \$3,453,780 in State and/or local funds, for a total of \$17,268,900, for eight Municipal Railway projects. Of the \$17,268,900, a total of \$13,982,500 was placed on reserve (\$149,810 for equipment and \$13,832,690 pending the PUC's selection of contractors, the MBE/WBE status of the contractors and contract cost details).

To date, \$7,720,893 of the \$13,982,500 has been released per seven previous requests for release of reserved funds, leaving a remaining balance of \$6,261,607 on reserve.

The PUC is now requesting that \$894,000 be released from the reserved funds for the Fixed-Facility Rehabilitation Project - Phase II of the 19th Avenue J/M Layover. The MUNI's Fixed-Facility Rehabilitation Project, which has an overall estimated cost of \$8,342,600, includes physical plant improvements, industrial safety improvements, trolley system improvements and cable car enhancements.

The PUC advises that the \$894,000 placed on reserve for contract services for the Fixed-Facility Rehabilitation Project -

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Phase II of the 19th Avenue J/M Layover Project is in fact earmarked for design, construction, support and project administrative services to be provided in-house by the PUC, the Department of Public Works (DPW) and the Department of Parking and Traffic (DPT). The estimated cost of these in-house services is detailed below:

Design

Utilities Engineering Bureau:		
Project Management	\$30,000	
Engineering Services	294,000	
Construction Engineering Division	<u>10,000</u>	
Subtotal		\$334,000

Construction Engineering

Utilities Engineering Bureau:		
Project Management	\$37,000	
Engineering Services	84,000	
Construction Engineering Division	<u>223,000</u>	
Subtotal		344,000

Support Services

Municipal Railway	\$45,000	
DPW	40,000	
DPT	<u>20,000</u>	
Subtotal		105,000

Other

Equipment Rental, Blue Print Services, Advertising for bid issuance	30,000
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Contingency (10%) 81,000

Total \$894,000

Recommendation: Approve the proposed release of reserved funds in the amount of \$894,000.

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Item 1f - File 94-91-7.2

Department: Public Utilities Commission (PUC)

Item: Release of reserved funds in the amount of \$329,000, for the F-Market-Embarcadero PCC Streetcars Project.

Amount: \$329,000

Source of Funds:

State Transit Capital Improvement funds	\$14,680,946
Local Match*	<u>14,680,946</u>
Total	\$29,361,892

* Local match resources include Bridge Toll Net Revenues, State Transit Assistance Funds, Transit Impact Development Fees, Hetch Hetchy Funds, San Francisco Municipal Railway Improvement Corporation Funds, and Transportation Sales Tax Revenues.

Description: The Board of Supervisors previously authorized the PUC to apply for, accept and expend State Transit Capital Improvement funds in the amount of \$14,680,946 with a local match of \$14,680,946 for five Municipal Railway projects, for a total of \$29,361,892. Of the \$29,361,892, \$329,079 was placed on reserve pending the PUC's selection of contractors, the MBE/WBE status of the contractors and contract cost details.

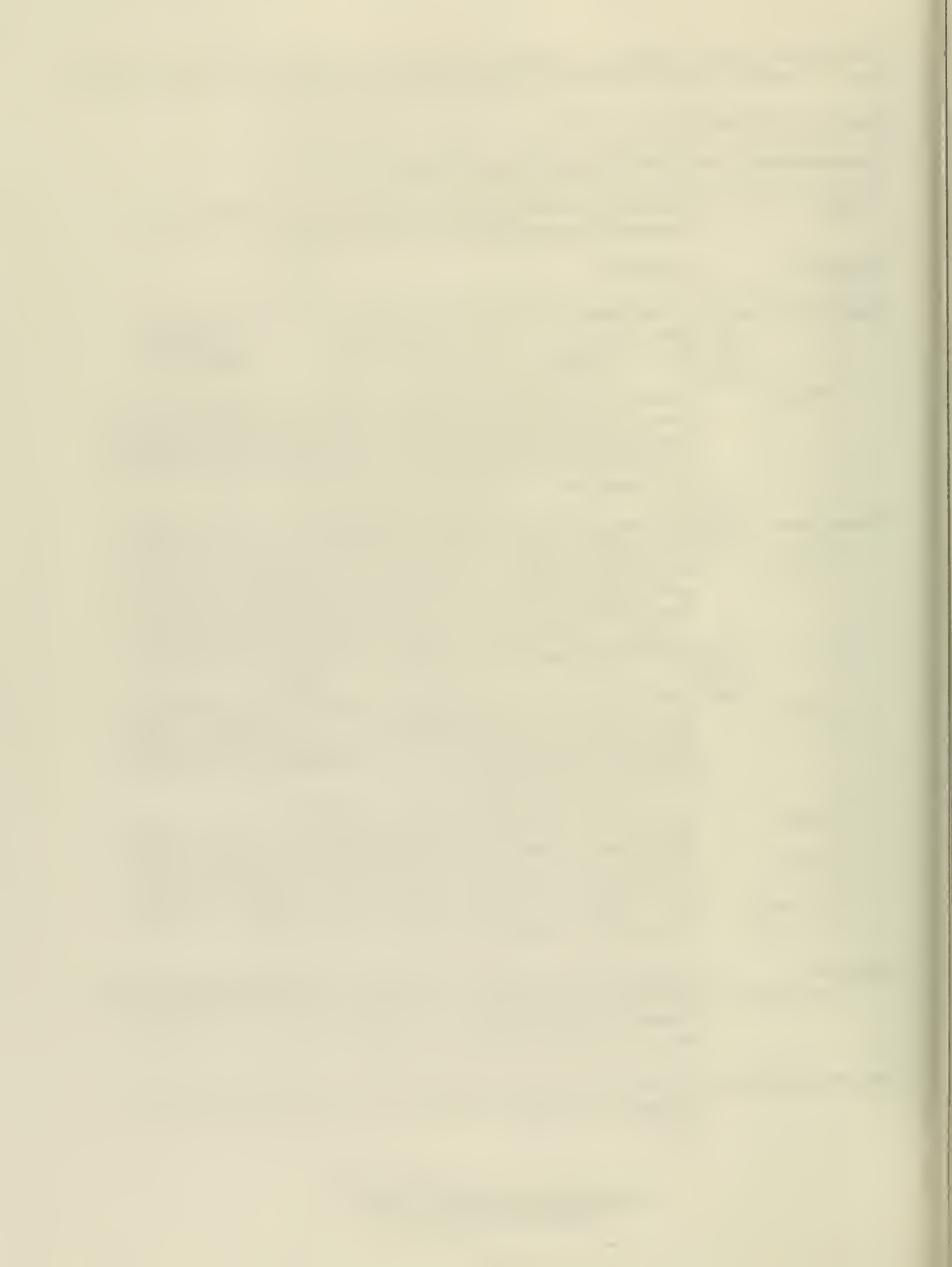
The PUC is now requesting that the \$329,079 be released from reserve for the F-Market-Embarcadero PCC Streetcars Project. The reserved funds (\$329,079) and the required local match of \$329,439 total \$658,518, for the renovation of the F-Market-Embarcadero PCC Streetcars.

The Purchasing Department, through its Request for Proposals (RFP) process, selected Morrison, Knudsen Inc. to provide the necessary renovation of the proposed Streetcars, for the PUC. According to the Purchasing Department, Morrison, Knudsen Inc. was the only firm to respond to the RFP. Morrison, Knudsen Inc. is neither an MBE nor a WBE firm.

Comment: The PUC has requested that this item be continued to the Government Efficiency and Labor Committee meeting on August 4, 1993, in order to allow the Department additional time to provide the contract cost details.

Recommendation: Continue this item to the Government Efficiency and Labor Committee meeting on August 4, 1993 as requested by the PUC.

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Item 1g - File 94-91-7.1

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Request for a release of reserved funds in the amount of \$5,850,000 for the MUNI Metro Turnback project.

Amount: \$5,850,000

Source of Funds:	State Transit Capital Improvement Funds	\$14,680,946
	Local Match *	<u>14,680,946</u>
	Total	\$29,361,892

* Local match resources include Clean Air and Transportation Act of 1990 Bond Funds, State Transit Assistance Funds, Bridge Toll Net Revenues, Regional Measure One Bridge Toll Revenues, Bay Area Transit District Funds, Hetch Hetchy Funds, Transit Impact Development Fees, Transportation Sales Tax Revenues and/or San Francisco Municipal Railway Improvement Corporation Funds.

Description: The Board of Supervisors previously authorized the Public Utilities Commission (PUC) to apply for, accept and expend State Transit Capital Improvement Funds of \$14,680,946 plus local matching funds of \$14,680,946, for a total of \$29,361,892 for the MUNI Metro Capital Improvement Project (File 94-91-7). Of the \$29,361,892, \$6,510,466 was placed on reserve pending the selection of contractors, the MBE/WBE status of the contractors and contract cost details. The proposed \$5,850,000 release of reserve is for professional and construction services.

The MUNI Metro Capital Improvement Project will provide an improved underground turnback and train storage facility just east of the existing Embarcadero station under Justin Herman Plaza. In addition, the project will bring MUNI Metro service to the surface at the intersection of Folsom and Steuart Streets to connect light rail lines currently being constructed along South Embarcadero. The work includes construction of twin steel-lined tunnels, a reinforced concrete underground box structure, a U-wall structure, track work, systems work, reconstruction of a section of the Howard Street outfall, and ground movement monitoring. The total cost of the project is projected to be approximately \$202,000,000. MUNI expects to complete construction by 1992.

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Comments: 1. Ms. Gail Bloom, of PUC, advises that the \$5,850,000 reserve is allocated as follows:

<u>Contractor</u>	<u>Amount</u>
Bechtel Corporation	\$1,545,249
Sedgewick/Carrie/Leong	1,075,000
Tutor-Saliba/Perini	<u>3,229,751</u>
	\$5,850,000

2. MUNI has selected Bechtel Corporation to perform construction management and engineering support services on a sole source basis at a total contract amount of \$20,584,970. The plans and specifications already prepared by Bechtel not only define these structures to be built but also prescribe precisely how these structures are to be built. As such, Bechtel was selected on a sole source basis because the contractor was the most knowledgeable of the conditions and specific construction techniques developed for this project. Mr. Flint Nelson of the PUC advises that the MBE/WBE participation under the Bechtel contract amounts to 33.2 percent (25.7 percent MBE plus 7.5 percent WBE) within the total contract amount of \$20,584,970.

3. PUC has selected Sedgewick/Carrie/Leong, a joint venture insurance brokerage, to implement and administer the Owner Controlled Insurance Program (OCIP) during the construction phase of the MUNI Metro Turnaround project and the two subsequent years. The services specifically include overall OCIP administration, insurance coverage, safety and loss control and claims management services at a cost not to exceed \$1,075,000.

4. PUC has selected Tutor-Saliba/Perini, the low bidder at a total contract amount of \$94,639,010.50, of which \$3,229,751 is the subject release of reserve, to perform construction services. Tutor-Saliba/Perini would utilize MBE/LBE/WBE subcontractors totaling \$25,268,615.80 or 26.7 percent of the total construction contract of \$94,639,010.50.

5. Ms. Bloom has not identified which contractors or subcontractors have been specifically selected to provide the professional and construction services to be included in the \$5,850,000 requested release of reserve. Therefore, since the Department has not specifically identified these contractors, the Budget Analyst recommends that the \$5,850,000 continue to be reserved pending PUC's identification of which contractors will provide the professional and construction services.

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Recommendation: Since the PUC has not specifically identified the contractors that will perform the professional and construction services, the Budget Analyst recommends the continued reserve of the \$5,850,000 funding pending specific identification of these contractors, their MBE/WBE status and contract cost details.

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Item 1h - File 94-91-9.1

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Request for a release of reserved funds in the amount of \$35,100,000 for the MUNI Metro Turnback project.

Amount: \$35,100,000

Source of Funds:	Federal Capital Assistance Funds	\$37,500,000
	Local Match *	<u>12,500,000</u>
	Total	\$50,000,000

* Local match resources include State Capital Improvement Program, Proposition 108 Urban Rail Bonds, Clean Air and Transportation Improvement Act of 1990 Bond Funds, State Transit Assistance Funds, AB 664 Bridge Toll Net Revenues, Regional Measure One Bridge Toll Revenues, San Francisco Municipal Railway Improvement Corporation Funds, Transit Impact Development Fee and/or Transportation Sales Tax Revenues.

Description: The Board of Supervisors previously authorized the Public Utilities Commission (PUC) to apply for, accept and expend Federal Capital Assistance Funds of \$37,500,000 plus local matching funds of \$12,500,000, for a total of \$50,000,000 for the MUNI Metro Capital Improvement Project (File 94-91-9). Of the \$50,000,000, \$35,100,000 was placed on reserve pending the selection of contractors, the MBE/WBE status of the contractors and contract cost details. The proposed \$35,100,000 release of reserve is for professional and construction services.

The MUNI Metro Capital Improvement Project will provide an improved underground turnback and train storage facility just east of the existing Embarcadero station under Justin Herman Plaza. In addition, the project will bring MUNI Metro service to the surface at the intersection of Folsom and Steuart Streets to connect light rail lines currently being constructed along the South Embarcadero. The work includes construction of twin steel-lined tunnels, a reinforced concrete underground box structure, a U-wall structure, track work, systems work, reconstruction of a section of the Howard Street outfall, and ground movement monitoring. The total cost of the project is projected to be approximately \$202,000,000. MUNI expects to complete construction by 1992.

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Comments: 1. Ms. Gail Bloom, of PUC, advises that the \$35,100,000 reserve is allocated as follows:

<u>Contractor</u>	<u>Amount</u>
Tutor-Saliba/Perini (Insurance Policy)	\$13,399,112
Tutor-Saliba/Perini (Construction Service)	<u>21,700,888</u>
	\$35,100,000

2. PUC has selected Tutor-Saliba/Perini, the low bidder at \$94,639,010.50 to perform construction services. Tutor-Saliba/Perini would utilize MBE/LBE/WBE subcontractors totaling \$25,268,616 or 26.7 percent of the total construction contract of \$94,639,010.

3. However, Ms. Bloom has not identified which subcontractors have been specifically selected to provide the above professional and construction services to be included in the \$35,100,000 proposed release of reserve. Therefore, since the Department has not specifically identified these subcontractors, the Budget Analyst recommends that the \$35,100,000 continue to be reserved pending PUC's identification of which subcontractors will provide the professional and construction services.

Recommendation: Since the PUC has not specifically identified the subcontractors that will perform the professional and construction services, the Budget Analyst recommends the continued reserve of the \$35,100,000 funding pending specific identification of these subcontractors, their MBE/WBE status and contract cost details.

Items 1i, 1j, and 1k - Files 94-91-10.1, 94-91-10.2, and 94-91-10.3

Department: Public Utilities Commission (PUC)

Items: Item 1i (File 94-91-10.1) is a release of reserved funds, Public Utilities Commission, in the amount of \$400,000 for the F-Market Streetcar Line Project.

Item 1j (File 94-91-10.2) is a release of reserved funds, Public Utilities Commission (State Proposition 108 Capital Assistance), in the amount of \$500,000, for the MUNI Metro Light Rail Vehicle Purchase Project.

Item 1k (File 94-91-10.3) is a release of reserved funds, Public Utilities Commission, (State Proposition 108 Capital Assistance) in the amount of \$280,000 for the MUNI Metro Extension to Sixteenth Street Project.

Amount:	Item 1i	\$400,000
	Item 1j	500,000
	Item 1k	<u>280,000</u>
	Total	\$1,180,000

Source of Funds: State Rail Bonds - Proposition 108 - \$20,500,000
Local Match - \$20,500,000*

*Funding sources for the local match are the Transportation Authority sales tax and the Bay Area Rapid Transit (BART)

Description: In January, 1992, the Board of Supervisors approved a resolution (File 94-91-10) to authorize the PUC to apply for, accept and expend State grant funds in the amount of \$20,500,000 to support the following Municipal Railway capital improvement projects: 1) F-Market Streetcar Line Project (Item 1i), 2) Metro Light Rail Vehicle Purchase Project (Item 1j) and 3) MUNI Metro Extension to Sixteenth Street Project (Item 1k).

Of the \$20,500,000 total grant amount, the Board of Supervisors placed 1) \$4,280,000 or reserve for construction contracts pending selection of the contractors and information regarding the MBE/WBE status of the contractors and 2) \$1,280,000 on reserve pending information regarding the hours and hourly rates of proposed professional services contracts.

Of the \$4,280,000 reserved for construction contracts, \$400,000 was placed on reserve for the F-Market Streetcar Line Project. Of the \$1,280,000 reserved for professional services contracts, \$500,000 was placed on reserve for the MUNI Metro Light Rail

Vehicle Purchase Project and \$280,000 was placed on reserve for the MUNI Metro Extension to Sixteenth Street project. A total of \$500,000 remains on reserve (\$1,280,000 less \$500,000 less \$280,000) for professional services contracts and a total of \$3,880,000 (\$4,280,000 less \$400,000) remains on reserve for construction contracts.

Item 1i - F-Market Streetcar Line Project

The \$400,000 requested release of reserve may increase the current contract with Stacy & Witbeck, Inc. The PUC advises that Stacy & Witbeck, Inc., a non MBE/WBE firm, was awarded the construction contract for the F-Market Streetcar Line Project. Stacy & Witbeck submitted the lowest, most responsive bid of approximately \$13,360,000. Mr. Arnold Baker of PUC advises that Disadvantaged Business Enterprise (DBEs) subcontractors (combination of MBE/WBE contractors) would perform approximately 25 percent of the work.

Ms. Gail Bloom of the PUC advises that the \$400,000 requested to be released from reserved funds for this project would be used to support project related contract modifications. Mr. Don Chee of the PUC reports that the contract modifications would enable this MUNI project to comply with the Federal Americans with Disabilities Act regarding passenger platform islands. Although the \$400,000 amount has not yet been finalized, Ms. Bloom states that the modifications to be made would not be less than \$400,000. Additionally, Ms. Bloom advises that as of June 30, 1993, approximately \$9,480,956 has been expended on this project. Additionally, as of June 18, 1993, approximately \$3,582,983 were still encumbered. The budget details including the additional \$400,000 for contract modifications are as follows:

Total Contract Amount	\$13,360,000
Less Expenditures as of 6/30/93	(\$9,480,956)
Less Encumbrances as of 6/18/93	<u>(3,582,983)</u>
Subtotal	<u>(13,063,939)</u>
Current Funds Available	\$296,061
Contract modifications (subject of proposed release of reserved funds)	<u>400,000</u>
Net Contract Balance (including subject reserve)	\$696,061

Item 1i - MUNI Metro Light Rail Vehicle Purchase Project

The \$500,000 request is a portion of a total \$4,174,684 management and engineering services contract amount with Booz, Allen & Hamilton. The PUC advises that Booz, Allen, & Hamilton, a non MBE/WBE firm, submitted the most responsive proposal in response to its Request for Proposal (RFP) process and was therefore awarded the professional services contract for the MUNI Metro Light Rail Vehicle Purchase project. Mr. Baker advises that DBE subcontractors would perform 32 percent of the work. Ms. Bloom advises that \$3,000,000 has been previously earmarked for this contract. According to Ms. Bloom, the State awarded a \$500,000 grant to the PUC for this particular project for professional services. The \$500,000 was placed on reserve for a professional services contract, pending the identification of the number of hours and the hourly rates of Booz, Allen, & Hamilton. The budget details are as follows:

Previously earmarked funds for Contract	\$3,000,000
Total Contract Amount	<u>(4,174,684)</u>

Unfunded Contract Balance	(\$1,174,684)
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The \$500,000 request, if approved, would reduce the unfunded contract balance from \$1,174,684 to \$674,684 (\$1,174,684 less \$500,000). Ms. Bloom advises that the remaining \$674,684 unfunded portion of the contract would be funded through future grant applications.

Ms. Bloom reports that Booz, Allen, & Hamilton, will expend a total of approximately 25,260 hours on this project at an average hourly rate of approximately \$41, for a total cost of \$1,035,660. These hours and rates apply only to the prime contractor, Booz, Allen & Hamilton.

Item 1k - MUNI Metro Extension to Sixteenth Street Project

The \$280,000 request is a portion of a total contract in the amount of \$1,737,321. The PUC advises that Parsons Brinckerhoff Quade & Douglas (PBQ&D), Inc., a non MBE/WBE firm, submitted the most responsive proposal in response to the PUC's RFP process. Mr. Baker advises that DBE subcontractors would perform approximately 30 percent of the work.

Ms. Bloom advises that \$1.5 million has been previously earmarked for this project. According to Ms. Bloom, the State awarded a \$500,000 grant to the PUC for this particular project. \$220,000 of the \$500,000 was used for in-house design costs related to the project. The remaining \$280,000 was placed on reserve pending a report on the hours to be expended and the hourly rates of PBQ&D, Inc. Ms. Bloom advises that the \$280,000 is to be used toward the remaining \$237,321 deficit balance (\$1,737,321 less \$1,500,000). The budget details are outlined as follows:

Previously earmarked funds for Contract	\$1,500,000
Total Contract Amount	<u>(1,737,321)</u>
Unfunded Contract Balance	(\$237,321)

The \$280,000 requested by the PUC to be released for professional services for the MUNI Metro Extension project is \$42,679 more than the \$237,321 unfunded balance of the contract.

Ms. Bloom reports that the contractor, PBQ&D, Inc., will expend a total of approximately 12,425 hours on this project at an average hourly rate of approximately \$68. These hours and hourly rates apply only to the prime contractor, PBQ&D.

Comments:

1. Regarding Item 1i, only \$103,939, or \$296,061 less than the \$400,000 requested, should be released from reserve as there is currently a \$296,061 balance in the contract account.
2. Regarding Item 1k, only \$237,321 should be released from reserve which is \$42,679 less than the \$280,000 requested.

Recommendation: Approve the release of reserved funds as follows:

- 1) \$103,939 for the F-Market Streetcar Line Project (File 94-91-10.1). Continue to reserve \$296,061 (\$400,000 less \$103,939);
- 2) \$500,000 for the MUNI Metro Light Rail Vehicle Purchase Project (File 94-91-10.2); and
- 3) \$237,321 for the MUNI Metro Extension to Sixteenth Street Project (File 94-91-10.3). Continue to reserve \$42,679 (\$280,000 less \$237,321).

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Item 11 - File 94-92-3.1

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Request for release of reserved funds for the MUNI Metro Turnback Project for construction costs.

Amount: \$9,345,825

Source of Funds: State Proposition 116 Clean Air and
Transportation Improvement funds \$28,814,387
Local Match* 3,884,743
Total \$32,699,130

* Local Match resources include: State Transit Assistance funds, Bridge Toll Net Revenues, Regional Measure One Bridge Tolls, and/or Bay Area Rapid Transit District funds, Hetch Hetchy funds, Transit Impact Development Fees, Transportation Sales Tax Revenues, and/or the San Francisco Municipal Railway Improvement Corporation funds.

Description: The Board of Supervisors previously approved a resolution (File 94-92-3) authorizing the Public Utilities Commission to apply for, accept, and expend State Proposition 116 Clean Air and Transportation Improvement Act funds in the amount of \$28,814,387 plus \$3,884,743 in required State and/or local match funds, for a total of \$32,699,130 for nine Municipal Railway Capital Projects. Of the \$32,699,130, a total of \$17,152,101 was placed on reserve for professional services, construction, and equipment purchase, pending identification of the contractors, their MBE/WBE status, and the contractors' cost details.

The Public Utilities Commission (PUC) is now requesting that \$9,345,825 be released from the reserved funds for the MUNI Metro Turnback Project construction costs. However, the Department has not provided sufficient information detailing how the \$9,345,825 will be spent.

Comments: 1. The total Project cost is approximately \$202,000,000 and will provide an improved underground turnback and train storage facility just east of the existing Embarcadero station under Justin Herman Plaza. In addition, the Project will bring MUNI Metro service to the surface at the intersection of Folsom and Steuart Streets to connect light rail lines currently being constructed along South Embarcadero. The work includes construction of twin steel-lined tunnels, a reinforced concrete underground box structure, a U-wall structure, track

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work, systems work, reconstruction of a section of the Howard Street outfall, and ground movement monitoring. MUNI expects construction to be completed by 1995.

2. The proposed construction contractor, Tutor-Saliba/Perini, A Joint Venture, is the low-bidder and has been certified by the PUC Contract Compliance Office. In addition, Tutor-Saliba/Perini would utilize MBE/WBE/LBE subcontractors totaling \$25,268,616 or 26.7 percent of the total construction contract of \$94,639,010.

3. To date the Department has not provided sufficient information detailing how the proposed \$9,345,825 release of funds will be spent.

Recommendation: Since the Department has not provided sufficient information to justify release of reserve funds in the amount of \$9,345,825, continue this item pending specific information on the contractors' cost details.

Item 1m - File 94-92-6.1

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Request for release of reserved funds for the MUNI Metro Turnback project for construction costs.

Amount: \$1,672,000

Source of Funds:

State Transit Capital Improvement Funds	\$14,788,500
Local Match*	<u>14,788,500</u>
Total	\$29,577,000

* Local Match resources include: State Clean Air and Transportation Improvement Act Bond funds, State Transit Assistance funds, Transportation Development Act funds, State Assembly Bill 1107 funds, State Assembly Bill 664 funds, Regional Measure One Bridge Tolls, Transit Impact Development Fees, Transportation Sales Tax Revenues, and/or San Francisco Municipal Railway Improvement Corporation funds.

Description: The Board of Supervisors previously approved a resolution (File 94-92-6) authorizing the Public Utilities Commission (PUC) to apply for, accept, and expend State Transit Capital Improvement funds in the amount of \$14,788,500 plus \$14,788,500 in required State and/or local match funds, for a total of \$29,577,000 for nine Municipal Railway Guideway Projects. Of the \$29,577,000, a total of \$16,605,050 was placed on reserve for professional services, construction costs, and equipment purchases/equipment rehabilitation, pending identification of the contractors, their MBE/WBE status, and the contractors' cost details.

The Public Utilities Commission (PUC) is now requesting that \$1,672,000 be released from the reserved funds for the MUNI Metro Turnback Project construction costs. However, the Department has not provided sufficient information detailing how the \$1,672,000 will be spent.

Comments: 1. The total Project cost is approximately \$202,000,000 and will provide an improved underground turnback and train storage facility just east of the existing Embarcadero station under Justin Herman Plaza. In addition, the Project will bring MUNI Metro service to the surface at the intersection of Folsom and Steuart Streets to connect light rail lines currently being constructed along South Embarcadero. The work includes construction of twin steel-lined tunnels, a reinforced

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concrete underground box structure, a U-wall structure, track work, systems work, reconstruction of a section of the Howard Street outfall, and ground movement monitoring. MUNI expects construction to be completed by 1995.

2. The proposed construction contractor, Tutor-Saliba/Perini, A Joint Venture, is the low-bidder and has been certified by the PUC Contract Compliance Office. In addition, Tutor-Saliba/Perini would utilize MBE/WBE/LBE subcontractors totaling \$25,268,616 or 26.7 percent of the total construction contract of \$94,639,010.

3. To date, the Department has not provided sufficient information detailing how the proposed \$1,672,000 release of funds will be spent.

Recommendation: Since the Department has not provided sufficient information to justify release of reserve funds in the amount of \$1,672,000, continue this item pending specific information on the contractors' cost details.

Item 1n - File 94-92-7.1

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Request for release of reserved funds for the MUNI Metro Turnback Project (Project) for construction costs.

Amount: \$33,800,000

Source of Funds:

Federal Section 3 Capital Assistance	\$49,948,996
Local Match*	<u>10,530,276</u>
Total	\$60,479,272

* Local match resources include: State Transit Capital Improvement funds, State Urban Rail Bond funds, State Clean Air and Transportation Improvement Act Bond funds, State Transit Assistance funds, Transportation Development Act funds, Bridge Toll Net Revenues, Regional Measure One funds, Gas Tax Revenues, Transit Impact Development fees, San Francisco Municipal Railway Improvement Corporation funds, the San Francisco County Sales Taxes, Port of San Francisco funds, and/or Catellus Corporation funds.

Description: The Board of Supervisors previously approved a resolution (File 94-92-7) authorizing the Public Utilities Commission to apply for, accept, and expend Federal Section 3 Capital Assistance Funds in the amount of \$49,948,996 plus \$10,530,276 in required State and/or local match funds, for a total of \$60,479,272, for seven Municipal Railway Capital Projects. Of the \$60,479,272, a total of \$38,111,645 was placed on reserve for professional services, construction, and equipment purchase, pending identification of the contractors, their MBE/WBE status, and the contractors' cost details.

The Public Utilities Commission (PUC) is now requesting that \$33,800,000 be released from the reserved funds for the MUNI Metro Turnback Project construction costs. However, the Department has not provided sufficient information detailing how the \$33,800,000 will be spent.

Comments:

1. The total Project cost is approximately \$202,000,000 and will provide an improved underground turnback and train storage facility just east of the existing Embarcadero station under Justin Herman Plaza. In addition, the Project will bring MUNI Metro service to the surface at the intersection of Folsom and Steuart Streets to connect light rail lines currently being constructed along South Embarcadero. The work includes construction of twin steel-lined tunnels, a reinforced

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BUDGET ANALYST

concrete underground box structure, a U-wall structure, track work, systems work, reconstruction of a section of the Howard Street outfall, and ground movement monitoring. MUNI expects construction to be completed by 1995.

2. The proposed construction contractor, Tutor-Saliba/Perini, A Joint Venture, is the low-bidder and has been certified by the PUC Contract Compliance Office. In addition, Tutor-Saliba/Perini would utilize MBE/WBE/LBE subcontractors totaling \$25,268,615 or 26.7 percent of the total construction contract of \$94,639,010.50.

3. To date, the Department has not provided sufficient information detailing how the proposed \$33,800,000 release of funds will be spent.

Recommendation: Since the Department has not provided sufficient information to justify release of reserve funds in the amount of \$33,800,000, continue this item pending specific information on the contractors' cost details.

Item 10 - File 148-92-9.2

Department: Department of Public Works (DPW)

Item: Release of reserved funds in the amount of \$72,665 for a construction contract for a pavement renovation project at various locations.

Amount: \$72,665

Description: In December of 1992, the Board of Supervisors approved a resolution (File 148-92-9) authorizing the Department of Public Works (DPW) to expend a State grant in the amount of \$1,044,335 for roadway work on City streets in accordance with the State-Local Transportation Partnership Program. Of the total \$1,044,335, \$847,832 was placed on reserve pending the selection of the contractors, the contract budget details, and the MBE/WBE status of the contractors. The Board of Supervisors has thus far released \$222,283 for roadway work on various City streets while continuing to reserve \$625,549 (File 148-92-9.1).

The DPW, through a Request for Proposal (RFP) process, received four bids for the pavement renovation of various other streets. Of these four bids, the DPW reports that the low bidder, Inter-Coastal, a Joint Venture, was awarded the contract. The joint venture consists of two firms: 1) Interstate Grading & Paving, Inc., which is not a MBE/WBE firm, and 2) Coastal Construction Project Management, which is a certified MBE firm. Coastal Construction Project Management will perform approximately 51 percent of the work.

Comments: 1. Mr. Joe Ovadia of the DPW advises that the various locations for the pavement renovation project include the following:

- 8th Avenue, from Irving Street to Lincoln Way
- 4th Avenue, from Irving Street to Judah Street
- 5th Avenue, from Irving Street to Judah Street
- 8th Avenue, from Lawton Street to Moraga Street
- 10th Avenue, from Lawton Street to Kirkham Street
- 10th Avenue, from Moraga Street to Noriega Street
- Noriega Street, from 10th Avenue to 11th Avenue
- 12th Avenue, from Moraga Street to Noriega Street
- 12th Avenue, from Kirkham Street to Lawton Street
- 17th Avenue, from Moraga Street to Noriega Street
- Clipper Street, from Castro Street to Church Street

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2. Mr. Ovadia reports that the grant funds allocated for contractual services are only a portion of the overall costs for the project. The total project costs are as follows:

Construction Contract	\$616,532
Contingencies	60,000
Construction Mgmt. Services	60,000
Dept. Parking & Traffic Services	<u>20,000</u>
Total	\$756,532

3. Mr. Ovadia advises that the funding for the project will come from the following sources:

Sales Tax, Transportation Authority	\$590,967
Sewer Service Charge	92,900
State Grant (Proposed Release)	<u>72,665</u>
Total	\$756,532

4. According to Mr. Ovadia, the DPW's request for the State Grant contribution of \$1,044,335 was based on the DPW's estimated costs of \$4,841,614 for the various roadway construction projects. However, as a result of low bids by the contractors, only \$491,451 of the \$1,044,335 was needed for these projects. The remaining \$552,884 (\$1,044,335 less \$491,451) in State Grant funds will not be needed by the DPW, as all the roadway construction contracts planned for FY 1992-93 have been awarded.

5. The deadline for use of the State Grant funds was June 30, 1993, which was met by the DPW by awarding the pavement renovation contract to Inter-Coastal prior to June 30.

Recommendation: Release reserved funds of \$72,665 for the pavement renovation of various locations project, as requested.

Memo to Government Efficiency and Labor Committee
July 21, 1993 Government Efficiency and Labor Committee Meeting

Item 2 - File 64-93-10

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of July 7, 1993.

Department: Real Estate Department
Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Resolution authorizing the extension of an existing sublease at 3000 Third Street for the Municipal Railway, for the maintenance and storage of buses.

Location: 3000 Third Street

Purpose of Lease: To store and maintain MUNI buses.

SubLessor: AVIS Rent-A-Car System

No. of Sq. Ft. and Cost per Month: 76,087 square feet at approximately \$0.171 per square foot or \$12,998 per month.

Annual Cost: \$155,976

% Increase Over 1992-93: 3.6%

Utilities and Janitor Services Provided by Lessor: None

Term of Lease: July 1, 1993 though June 30, 1994

Right of Renewal: Yes

Source of Funds: Municipal Railway Operating Fund

Comments:

1. This space has been subleased for eight years from AVIS Rent-A-Car which leases this property from a private party.
2. According to Mr. Steve Legnitto of the Real Estate Department the lease includes provisions for annual rent increases in response to increases in the Consumer Price Index (CPI). The City is bound by the lease to pay all taxes and assessments levied against the property. Such taxes and assessments are included in the monthly rental amount. According to Mr. Legnitto, the increase in the rent reflects a 3.4 percent increase in the CPI and a 0.2 percent increase in taxes and assessments for an overall increase of 3.6 percent.

BOARD OF SUPERVISORS
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Memo to Government Efficiency and Labor Committee
July 21, 1993 Government Efficiency and Labor Committee Meeting

Mr. Legnitto reports that the proposed rent represents the fair market value for the property.

3. This item was continued in order to allow additional time for the Real Estate Department to respond to inquiries made by the Government Efficiency and Labor Committee on the terms of the AVIS sublease. Attached is a memo from Mr. Anthony DeLucchi, Director of Property, which addresses the specific inquiries made by the Committee.

Recommendation: Approve the proposed resolution.

City and County of San Francisco

Real Estate Department

Office of the
Director of Property

July 16, 1993

File #64-93-10

BY HAND DELIVERY

Honorable Barbara Kaufman
Member, Board of Supervisors
235 City Hall
San Francisco, CA 94102

RE: AVIS SUBLEASE, MUNI BUS MAINTENANCE FACILITY AT 3000 3RD STREET

Dear Supervisor Kaufman:

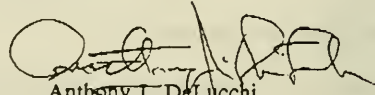
In response to your recent questions regarding the City's sublease of 3000 3rd Street, by the Municipal Railway for use as a bus maintenance facility, I submit the following information:

- The Sublease of the 3rd Street facility was originally executed on June 30, 1983, (Res. No. 759-83). The City, as Sublessee, entered into the agreement with AVIS Rent-A-Car, as Sublessor. The sublease was for a one-year term with a series of one-year options through June 30, 1996. The term of the prime leases runs through 1998.
- There are two prime leases in regard to this property, in which AVIS is the master lessee. One lease is with C.J. Colligan and Bethany L. Colligan, (Subsequently passed on to Ernest Weil, as trustee under the Will of Joseph Schwartz, Deceased), as lessor, for assessor's Block 4315, Lot 13, executed September 12, 1963. The second lease is with Beulah V. McDonald, as lessor, for assessor's Block 4315, Lot 8, executed on December 1, 1965. Recognition and Attornment Agreement acknowledging City's Sublease was executed on June 30, 1983.
- Original AVIS use was for "...operation of motor vehicle leasing and renting business, including the housing and maintaining to full capacity of both passenger cars and motor trucks ...". City's use has always been for the storing and maintenance of MUNI buses.
- The prime lease was a "build-to-suit" lease where prime lessor, Weil, constructed the office building, the garage, paving, and other miscellaneous improvements. The prime lease requires AVIS to pay the following:
 - Base rent
 - Additional rent for reimbursement of property taxes
 - An amount to reimburse prime lessor for all construction costs.

- The sublease between AVIS and City and County of San Francisco requires City to pay:
 - Base rent
 - Additional rent to reimbursement for property taxes
 - CPI clause
- Rental for the period July 1, 1993 through June 30, 1994 would be \$12,998 per month.
- Subject property contains a land area of 76,087 square feet; a garage containing 6,300 square feet; and a two-story office building containing 4,950 square feet. By allocating \$0.40 per square foot for garage improvements, \$0.75 per square foot for office improvements, then that would indicate a rental rate for the paved yard of \$0.10 per square foot.

Please call me at 554-9875 if you have any additional questions regarding this sublease.

Sincerely,



Anthony J. DeLucchi
Director of Property

CC: Supervisor Hallinan
Supervisor Leal
Harvey Rowe, Budget Analyst
Sandy Brown-Richardson, Budget Analyst's
Office

slk:ufjtr

Items 3 - File 127-93-10.1

Item: The proposed ordinance would amend Part III of the San Francisco Municipal Code to: fund the Asian Art Museum and the Fine Arts Museums from Hotel Tax Fund proceeds; to reduce the percentage of Transient Occupancy Tax allocated to administration; and, limit certain Fiscal Year 1993-94 allocations to the amounts allocated in Fiscal Year 1992-93.

Description: 1. Proceeds from the base Hotel Tax rate of 8% (excluding all current surcharges which equal 3% and bring the total present Hotel Tax rate to 11%) are deposited in the Hotel Tax Fund and allocated to specific programs. The allocation is detailed in Section 515 of Part III of the San Francisco Municipal Code. The allocation was amended by ordinance in January, 1993 in order to include a Cultural Endowment Equity Fund allocation of 1.25% of total Hotel Tax Fund proceeds in 1993-94.

This proposed ordinance would amend the allocation and add allocations for the Asian Art Museum and Fine Arts Museums and reduce the allocation for administration of the fund from 0.6% to 0.2%.

The proposed Hotel Tax allocations for the Museums are as follows:

	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u> and thereafter
Asian Art Museum	2.16%	2.10%	2.045%
Fine Arts Museums	5.56%	5.36%	5.155%

The effect of this allocation to the Museums in 1993-94 would be to reduce the surplus monies in the Hotel Tax Fund that are presently transferred to the General Fund. However, the proposed ordinance would also limit Hotel Tax allocations to all other programs designated in Section 515 to actual allocations received in 1992-93. This limitation thus creates a surplus of approximately \$3.2 million that can be transferred to the General Fund while allocating \$1.32 million to the Asian Art Museum and \$3.4 million to the Fine Arts Museums in Fiscal Year 1993-94.

The table below shows the revised allocation included in the Mayor's recommended 1993-94 budget based on this proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
 July 21, 1993 Government Efficiency and Labor Committee Meeting

<u>Allocation of 8% Hotel Tax</u>	<u>FY 92-93</u>	<u>FY 93-94 Recommended by Mayor*</u>
Yerba Buena Center	\$24,012,800	\$24,012,800
Convention and Visitors Bureau	5,717,333	5,717,333
Housing Programs	3,601,899	3,601,899
War Memorial	5,717,333	5,717,333
Candlestick Park	3,561,899	3,561,899
Administration	343,040	98,941
Publicity & Advertising	9,719,467	9,719,467
Cultural Endowment Equity Fund	0	764,700
Asian Art Museum	0	1,321,402
Fine Arts Museum	<u>0</u>	<u>3,401,386</u>
Subtotal	\$52,673,770	\$57,917,160
General Fund	<u>4,499,563</u>	<u>3,258,840</u>
Total	\$57,173,333	\$61,176,000

* Limits program allocations to 1992-93 actual amounts; funds Cultural Endowment Equity fund at planned 1.25% level; reduces allocation to Administration; adds allocations to Asian Art Museum and Fine Arts Museum.

The limitation on the existing allocations of the Hotel Tax Fund and the addition of allocations to the Asian Art and Fine Arts Museums still results in a \$3,258,840 allocation to the General Fund and eliminates all General Fund allocations to the Asian Art Museum (\$1,276,751 in 1992-93) and to the Fine Arts Museum (\$4,142,180 in 1992-93).

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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BUDGET ANALYST

Item 4 - File 25-93-17

Department: Fine Arts Museums and Asian Art Museum

Item: Resolution concurring with the Controller's Certification of Costs, required by Charter Section 8.300-1 (Proposition J) that certain services can be practically performed by a private contractor for a cost lower than similar work performed by City employees.

Services to be Performed: Security guard services at the Fine Arts Museums and Asian Art Museum

Description: The Controller has determined that contracting for security guard services at the Fine Arts Museums and the Asian Art Museum will result in estimated savings in fiscal year 1993-94 as follows:

<u>City Operated Service Costs</u>	<u>Step 1</u>	<u>Step 5</u>
Salaries	\$1,414,990	\$1,672,355
Mandatory Fringe Benefits	358,699	402,013
Other Personnel Costs	<u>137,108</u>	<u>146,013</u>
Total	\$1,910,797	\$2,220,381
<u>Contract Service Costs</u>	<u>1,504,000</u>	<u>1,504,000</u>
<u>Estimated Savings</u>	<u>\$406,797</u>	<u>\$716,381</u>

- Comments:**
1. Currently, City employees, except for contract guards paid with non-City funds for special exhibitions, provide security at the Fine Arts Museums and the Asian Art Museum. Fiscal Year 1993-94 would be the first year that a private firm would perform security services for these museums.
 2. Mr. John Madden, Chief Assistant Controller, advises that the Controller's Office based the Contract Service Costs on an estimate from a private security services firm.
 3. The Department advises that should security services be performed by a private contractor, the actual cost to supply the services would be subject to competitive bidding.
 4. Mr. Bill Gill of the Mayor's Office of Employee Relations advises that he anticipates meet and confer issues will be required pertaining to the proposed contracting out of these security guard services. He reports that his office and

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BUDGET ANALYST

various union representatives currently are exploring ways to retain the Department's existing in-house Civil Service security force. He notes specifically the elimination of premium pay and downward reclassifications of positions as possible measures to realize the same savings that would be realized from private contracting of the security guard services.

5. According to Mr. Jerry Margal, of the Fine Arts Museums, it is anticipated that the proposed contracting out of the security guard services, as has been recommended in the Mayor's 1993-94 budget, would become effective on or about September 1, 1993.

6. If the security guard services are contracted out, Mr. Margal advises that 45 guards would be laid off at the museums.

7. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: The Budget Analyst concurs with the Controller's cost certification that the contracting out of the security services would be more economical than continuing to provide these services on an in-house Civil Service basis. However, we consider this matter to be a policy decision for the Board of Supervisors.

Charter 8.300-1 (Proposition J) Questionnaire

Department: Fine Arts Museums For Time Period: Ongoing service

Contract Services: Guard services required at all Fine Arts Museums sites plus the Asian Art Museum

1) Who performed services prior to contracting out?

Civil service employees, except for contract guards paid with non-City funds used for special exhibitions.

2) Number of City employees laid off as a result of contracting out?

45 slated to be laid off as part of the Mayor's budget plan for FY 1993-94.

3) If the employees were not laid off as a result of contracting out, what happened to them?

See response to Question 2) above.

4) What percent of a City employee's time is spent on services to be contracted out?

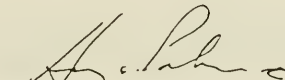
100%

5) How long have the services been contracted out?

Not contracted out before.

6) Will contract services meet the goals of the MBE/WBE Ordinance?

Yes.

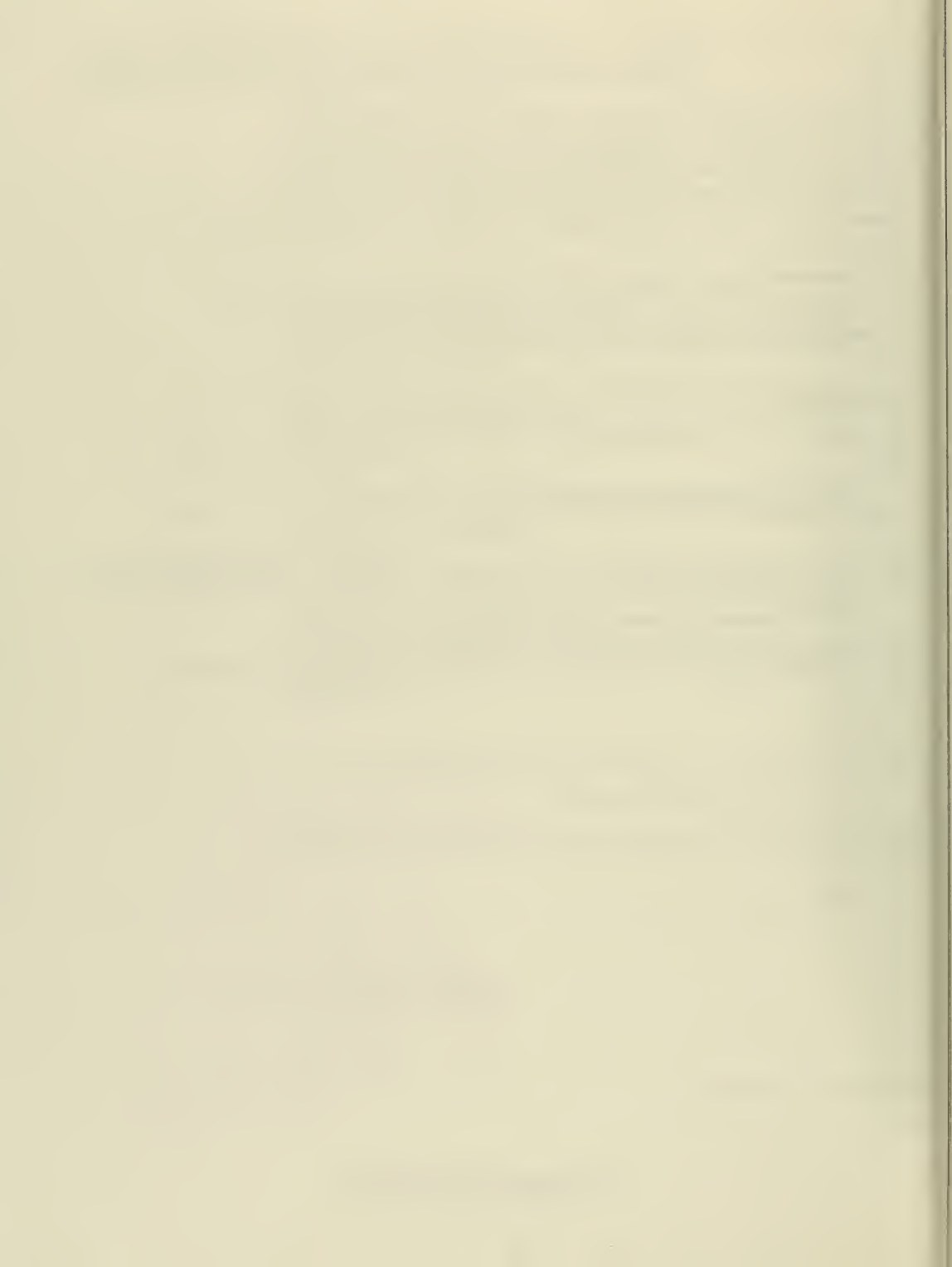


Harry S. Parker
Director of Museums

Date: 1 June 1993

Telephone: 750-3661

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Item 5 - File 25-93-18

Department: Fine Arts Museums and the Asian Art Museum

Item: Resolution concurring in the Controller's Certification of Costs, required by Charter Section 8.300-1 (Proposition J), that certain services can be practically performed by a private contractor for a cost lower than similar work performed by City employees.

Services to be Performed: Custodial services at the Fine Arts Museums and the Asian Art Museum

Description: The Controller has determined that contracting for custodial services at the Fine Arts Museums and the Asian Art Museum will result in estimated savings in fiscal year 1993-94 as follows:

<u>City Operated Service Costs</u>	<u>Step 1</u>	<u>Step 5</u>
Salaries	\$133,872	\$158,143
Mandatory Fringe Benefits	<u>35,926</u>	<u>40,011</u>
Total	\$169,798	\$198,154
 <u>Contract Service Cost</u>	 <u>146,520</u>	 <u>146,520</u>
 <u>Estimated Savings</u>	 <u>\$23,278</u>	 <u>\$51,634</u>

Comment: 1. Currently, City employees provide custodial services for the Fine Arts Museums and the Asian Art Museum. Fiscal Year 1993-94 would be the first year that a private firm performs custodial services for these museums.

2. Mr. John Madden, Chief Assistant Controller, advises that the Controller's Office based the Contract Service Cost on an estimate from a private custodial services firm.

3. The Department advises that should custodial services be performed by a private contractor, the actual cost to supply the services would be subject to competitive bidding.

4. Mr. Bill Gill of the Mayor's Office of Employee Relations advises that he anticipates meet and confer issues will be required pertaining to the proposed contracting out of these custodial services. He reports that his office and various union representatives currently are exploring ways to retain the Department's existing in-house Civil Service custodial force.

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BUDGET ANALYST

He notes specifically the elimination of premium pay and downward reclassifications of positions as possible measures to realize the same savings that would be realized from private contracting of the custodial services.

5. According to Mr. Jerry Margal, of the Fine Arts Museums, it is anticipated that the proposed contracting out of the custodial services, as has been recommended in the Mayor's 1993-94 budget, would become effective on or about September 1, 1993.

6. If the custodial services are contracted out, Mr. Margal advises that 4 custodians would be laid off at the museums.

7. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: The Budget Analyst concurs with the Controller's cost certification that the contracting out of the custodial services would be more economical than continuing to provide these services on an in-house Civil Service basis. However, we consider this matter to be a policy decision for the Board of Supervisors.

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BUDGET ANALYST

Charter Section 8.300-1 (Proposition J) Questionnaire

Department: Fine Arts Museums

For Time Period: Ongoing
Service

Contract Services: Custodial services for the M.H. deYoung
Memorial Museum and the Asian Art Museum

1) Who performed services prior to contracting out?

Civil service employees

2) Number of City employees laid off as a result of contracting out?

5 slated to be laid off as part of the Mayor's budget plan for FY 1993-94.

3) If the employees were not laid off as a result of contracting out, what happened to them?

See response to Question 2) above.

4) What percent of a City employee's time is spent on services to be contracted out?

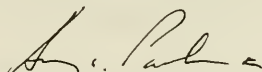
100%

5) How long have the services been contracted out?

Not contracted out before.

6) Will contract services meet the goals of the MBE/WBE Ordinance?

Yes.

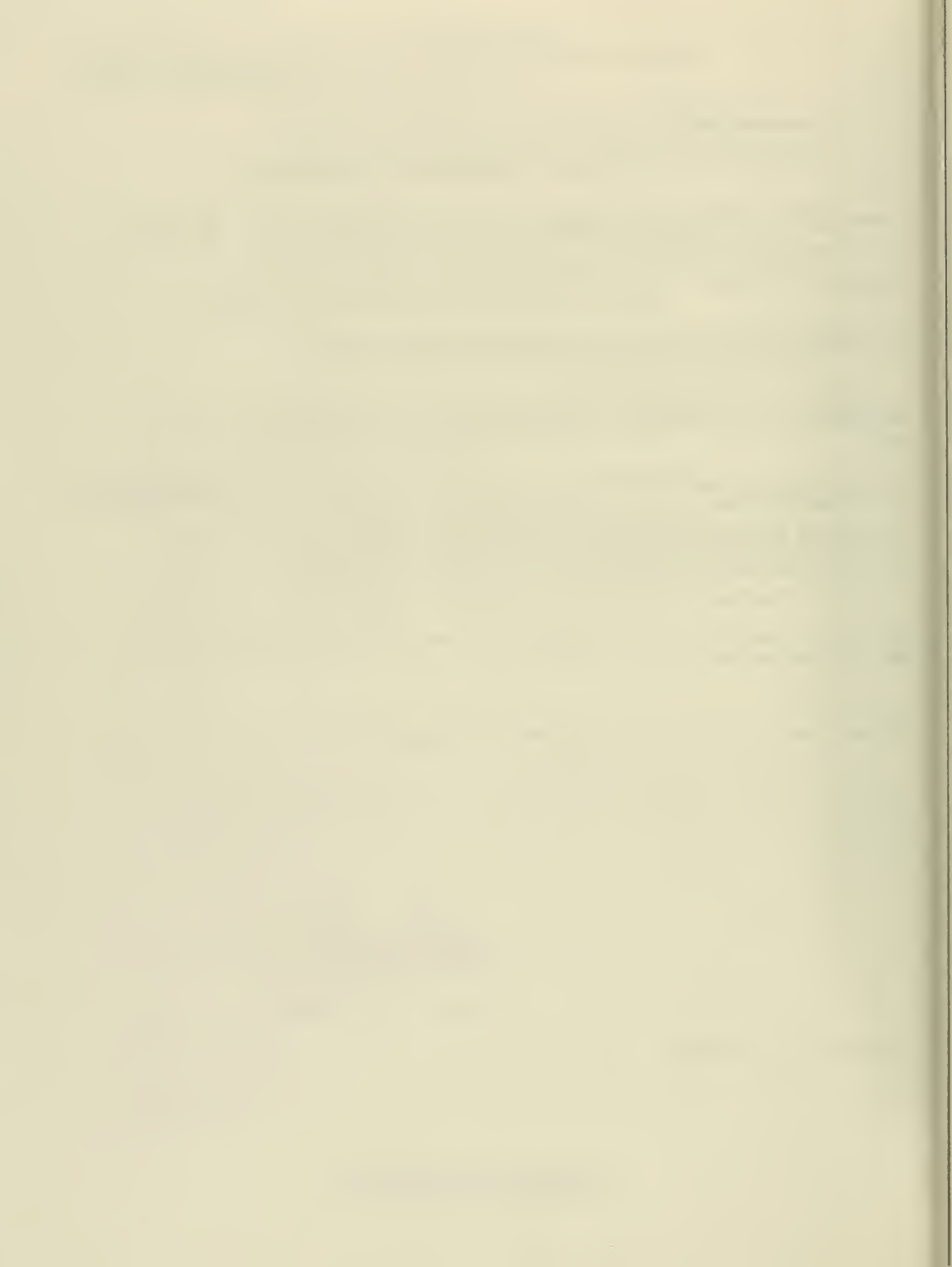


Harry S. Parker
Director of Museums

Date: 1 June 1993

Telephone: 750-3661

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Item 6 - File 65-93-6

Department: Real Estate Department
Department of Public Works (DPW)

Item: Ordinance authorizing and approving a lease of City-owned property, a portion of the top floor, roof and smoke stack in Building 800 at 1701 Jerrold Avenue, to Bay Area Cellular Telephone Company.

Location: Department of Public Works Water Department Complex - top floor, roof and smoke stack of Building 800 (the "Dryer Building"), located at 1701 Jerrold Avenue.

Lessee: Bay Area Cellular Telephone Company (BACTC)

Purpose of Lease: Operation of a cellular transmission site

No. of Sq. Ft. and Cost per Month: 352 sq. ft. on top floor at \$4.25 per square foot or \$1,496 per month plus certain space located on the adjacent smoke stack and on the roof of Building 800 at no additional charge

Annual Revenue: Approximately \$17,952 for first year

Term of Lease: Date of lease execution (expected to be September 1, 1993 - see Comment 3) through May 31, 1998 (approximately 4 years, 9 months).

Escalation: Annual increase corresponding to increases in the Consumer Price Index, rising no less than 3 percent and no more than 10 percent.

Right of Renewal: Bay Area Cellular Telephone Company has one five-year option to renew on the same terms and conditions, with base rent subject to the continuing CPI adjustment.

Comments:

1. The terms and conditions of the proposed lease are on file with the Clerk of the Board of Supervisors.
2. The proposed lease would replace a month-to-month agreement for the same space with BACTC. Under the month-to-month agreement, BACTC is currently paying the City a monthly rent of \$750. The new lease agreement would increase the rent by \$746 to a base rent of \$1,496 per month, or by 99.5 percent. According to Mr. Charles Dunn of the Real Estate Department, the reason for this significant increase in rent is that BACTC plans to install additional antennas on the roof, and the rent increase reflects the need

BOARD OF SUPERVISORS
BUDGET ANALYST

for additional space on the roof and smoke stack. Mr. Dunn also reports that the increased rent of \$1,496 per month is based on fair market value.

3. Mr. Dunn advises that the Real Estate Department hopes for a commencement date of September 1, 1993, for the new lease. As the date of termination of the lease is May 31, 1998, the lease term would then be 4 years and 9 months.

4. The approximately 352 square feet on the top floor of Building 800 would be used as one of BACTC's cellular telephone sites (a "Cell Site"), comprising BACTC's system for furnishing cellular telephone service to the public. A Cell Site is a site at which radio and telephone equipment is installed for use in sending and receiving radio signals to and from cellular telephones and to connect those signals to telephone facilities either directly, by means of cables, or indirectly, by means of microwave transmitting facilities (including microwave antennas) located at the Cell Site.

5. BACTC's cellular telephone antennas, cables connecting these antennas, and roof mounted equipment would occupy the space on the roof of and on the smoke stack adjacent to Building 800. In addition, rooftop and smoke stack space would be provided for the future placement of additional antennas, subject to the City's approval.

6. All equipment and other improvements would be installed by BACTC at its own cost. In addition, the City has no responsibility for any utilities or services to the premises or the common areas unless BACTC requires access to existing utilities for future equipment installations permitted under the lease, in which case the City would agree to provide such access.

Recommendation: Approve the proposed ordinance.

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Item 7 - File 97-93-38

Department: Real Estate Department

Item: Ordinance amending the San Francisco Administrative Code by amending Section 23.19 thereof, relating to year-to-year and shorter lease and other agreements and the authority of the Director of Property to include hold harmless provisions in such leases and other agreements.

Description: In the past several years, the Department of Public Health (DPH) and the Department of Public Works (DPW), have conducted environmental tests, such as hazardous waste and toxic inspections, on privately-owned land. However, before the DPH/DPW can conduct such tests, the Real Estate Department needs the prior permission of the owner of the property to enter the property in order to conduct the tests. Oftentimes, the property owner will not give his/her permission unless the Real Estate Department agrees to indemnify the property owner against any claim or liability for an injury or damage to any person or property resulting from the City's entry upon such property. In order to hold the property owner harmless against such injury or damage, the Real Estate Department must first obtain authorization for such a hold harmless agreement from the Board of Supervisors. According to Mr. Harry Quinn of the Real Estate Department, this process requires six weeks.

However, in the last three years, in order to permit the DPH/DPW to conduct the required environmental tests within two to three days rather than after six weeks, Mr. Quinn reports that the Real Estate Department has interpreted Section 23.19 of the San Francisco Administrative Code in such a way that allows the DPH/DPW to enter property without first obtaining the Board of Supervisors authorization to indemnify the property owner against injury and/or damage occurring as a result of the City's entry upon the property. According to Mr. Quinn, the City Attorney's Office has on such occasions approved such an interpretation of Section 23.19 by the Real Estate Department.

Section 23.19 of the San Francisco Administrative Code, Year-to-Year and Shorter Leases, currently allows the Director of Property, on behalf of the City and County of San Francisco, to enter into year-to-year leases or shorter term agreements in which the consideration is \$1,000 or less per month without obtaining the prior Board of Supervisors authorization for each such lease. Section 23.19 further provides that where the term of a lease is less than one month, the Director of Property may

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execute a lease on behalf of the City and County without approval of the Board of Supervisors.

In addition, Section 23.19 states that the Director of Property may include in any such lease an appropriate clause holding the lessor harmless against any claims or liability for an injury or damage to any person or property resulting from the City's use of such property, subject, however, to the written approval of the City Attorney and the head of the department concerned.

The proposed ordinance would amend Section 23.19 by adding permits, contracts or other agreements to the types of agreements (currently, only leases are covered) that could be executed by the Director of Property without prior authorization from the Board of Supervisors. As with leases, such agreements would be required to be for the City's occupancy or use of property for which the agreement calls for rental or other consideration of less than \$1,000 per month and is for a year-to-year or shorter term, or for which the term is less than one month.

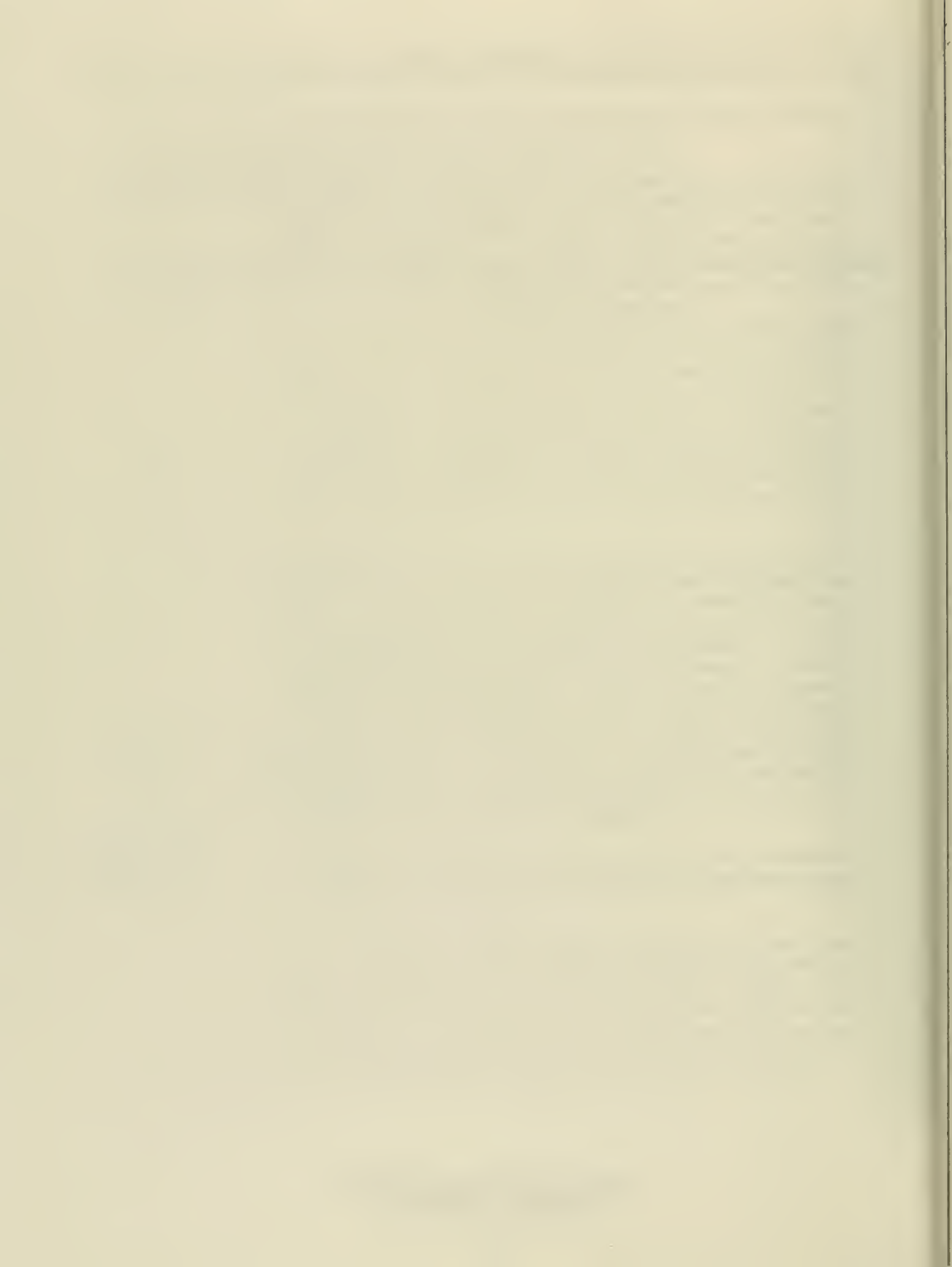
In addition, the proposed amendment would add language to Section 23.19 that would authorize the Director of Property to include in any lease, permit, contract or other agreement authorized by this Section, as amended, an appropriate hold harmless agreement for the purpose of providing for the City and County's occupancy or other use of such property, subject, however, to written approval as to form by the City Attorney and written recommendation by the head of the department concerned. The amended Section 23.19 would provide that such occupancy or use of property by the City could include, without limitation, entering upon privately-owned property in order to perform environmental assessments, soil borings, test wells and any other property investigations.

Comments:

1. According to Mr. Quinn, the process of obtaining permission from the Board of Supervisors to indemnify the property owner often results in project delays.
2. For the purposes of permitting the DPH/DPW to enter upon private property in order to conduct environmental testing, without first having to obtain the Board of Supervisors permission to indemnify the property owner, Mr. Quinn advises that Section 23.19 must be clarified to provide that the Director of Property has the authority to include a hold harmless agreement in an agreement for the use of property.

3. Mr. Quinn reports that in the past, when the City's exposure to possible injury or damage to persons or property as a result of the City's use or occupancy of property was, in the judgment of the Real Estate Department, significant, the Real Estate Department did obtain the permission of the Board of Supervisors to indemnify the property owner.

Recommendation: Approval of the proposed ordinance to amend Section 23.19 of the San Francisco Administrative Code is a policy matter for the Board of Supervisors.



Item 8 - File 105-93-4

Department: Employee Relations Division

Items: Ordinance to implement the compensation agreements between the San Francisco Firefighters Union Local 798 and the City and County of San Francisco pursuant to San Francisco Charter Section 8.590-1, et. seq., effective July 1, 1993.

Description: In June, 1992, the Board of Supervisors approved a four-year Memorandum of Understanding (MOU) for uniformed members of the Fire Department (File 93-92-20). The MOU took effect retroactively to July 1, 1991, and will remain in effect through June 30, 1995.

The proposed ordinance would implement the compensation provisions of the MOU which relate to salaries and fringe benefits for Fiscal Year 1993-94. According to the MOU, all terms remained unchanged for 1993-94 except the following:

1. Wages and salaries increase by five percent.
2. Prior to the MOU employees contributed either 7 or 7.5 percent (Tiers 1 or 2) to their retirement plan. The MOU required that the City "pick up" 1 percent and 1.5 percent for Tiers 1 and 2 retirement plan members of the employees' contributions in 1992-93. For 1993-94 the City must pick up another two percent of the employees' retirement contributions for a total of 3 percent and 3.5 percent for Tiers 1 and 2 resulting in a decrease in the employee contribution rate to 4 percent for both Tiers 1 and 2 (7% less 3% for Tier 1 and 7.5% less 3.5% for Tier 2).
3. The City picked up \$75 of the employees' costs for dependent health care coverage in 1992-93 and is required by the MOU to pick up another \$75 (totalling \$150) for 1993-94.
4. Premium pay for educational incentives for Officers (Chiefs, Captains and Lieutenants) and Inspectors and Investigators in the Bureau of Fire Prevention will increase by either \$1.50 or \$2.00 per biweekly pay period (\$39.15 or \$52.20 annually) depending on the employee's classification. The average educational incentive for the 11 eligible classifications per biweekly pay period in 1992-93 was \$25 and for 1993-94 would be \$26.50. Eligible employees must have earned college degrees relevant to Fire Department functions or received State Fire Marshall Certificates.

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5. Employees who are qualified as Hazardous Materials Technicians shall receive a \$1 to \$1.50 increase in premium pay per biweekly pay period from an average of approximately \$22 in 1992-93 to an average of approximately \$23.50 in 1993-94 for the five eligible classifications.

6. Staff Duty Assignment Pay paid to employees who work on Holidays will increase by approximately five percent, consistent with the increase in base pay.

Comment:

The Controller's Office estimates that the increases in compensation for uniformed members of the Fire and Police Departments will result in a total increase of approximately \$11.2 million for Fiscal Year 1993-94. The Controller's Office did not make separate estimates for the Fire and Police salary increases. (Increases for uniformed members of the Police Department are the subject of Item 9, File 105-93-5 of this report.) The 1993-94 budget includes a \$28,180,000 Salary Standardization Reserve for salary increases for Police, Fire, Municipal Railway and Nurses which includes funding for the increased costs of salaries for uniformed members of the Fire Department.

Recommendation: Based on the Board's prior approval of the MOU for Firefighters, approve the proposed ordinance.

Item 9 - File 105-93-5

Department: Employee Relations Division

Items: Ordinance to implement the compensation agreements between the San Francisco Police Officers Association Local 911 and the City and County of San Francisco pursuant to San Francisco Charter Section 8.590-1

Description: In June, 1992, the Board of Supervisors approved two, four-year Memoranda of Understanding (MOUs) for uniformed members of the Police Department. One MOU reflects the agreement between the City and the ranks of Police Officer, Police Woman, Assistant Inspector, Inspector, and Sergeant. The second MOU reflects the agreement between the City and the ranks of Lieutenant, Captain, Police Commission Secretary, Commander, and Deputy Chief. Both MOUs took effect retroactively to July 1, 1991, and will remain in effect through June 30, 1995. With respect to fiscal impacts associated with wage increases, benefits, and other terms of employment, the two MOUs are substantially the same.

The proposed ordinance would implement the compensation provisions of the MOU which relate to salaries and fringe benefits for Fiscal Year 1993-94. According to the MOU, all terms remained unchanged for 1993-94 except the following:

1. Wages and salaries increase by five percent.
2. Prior to the MOU employees contributed either 7 or 7.5 percent (Tiers 1 or 2) to their retirement plan. The MOU required that the City "pick up" 1 percent and 1.5 percent for Tiers 1 and 2 retirement plan members of the employees' contributions in 1992-93. For 1993-94 the City must pick up another two percent of the employees' retirement contributions for a total of 3 percent and 3.5 percent for Tiers 1 and 2 resulting in a decrease in the employee contribution rate to 4 percent for both Tiers 1 and 2 (7% less 3% for Tier 1 and 7.5% less 3.5% for Tier 2).
3. The City picked up \$75 of the employees' costs for dependent health care coverage in 1992-93 and is required by the MOU to pick up another \$75 (totalling \$150) for 1993-94.

Comment: The Controller's Office estimates that the increases in compensation for uniformed members of the Police and Fire Departments will result in a total increase of approximately \$11.2 million for Fiscal Year 1993-94. The Controller's Office

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did not make separate estimates for the Police and Fire salary increases. (Increases for uniformed members of the Fire Department are the subject of Item 8, File 105-93-4 of this report.) The 1993-94 budget includes a \$28,180,000 Salary Standardization Reserve for salary increases for Police, Fire, Municipal Railway and Nurses which includes funding for the increased costs of salaries for uniformed members of the Police Department.

Recommendation: Based on the Board's prior approval of the MOU for Police Officers, approve the proposed ordinance.

Item 10 - File 106-93-3

Department: Civil Service

Item: Ordinance fixing, designating, enumerating and providing schedules of compensation effective July 1, 1993 for 3417 Gardener and 6331 Building Inspector benchmark classifications, in accordance with the provisions of San Francisco Charter Sections 8.400, 8.401 and 8.407.

Description: For Fiscal Year 1993-94, the Civil Service Commission directed the Civil Service staff to develop a number of new benchmarks to insure that employee classifications are paid the prevailing rate as required by Charter Section 8.407. (A benchmark is an employee classification that is representative of several other classifications that is selected as the basis for determining the wage and salary level for all the classifications that it represents.) Final approval by the Civil Service Commission of two of the new benchmarks, 3417 Gardener and 6331 Building Inspector, was deferred due to delays in finalizing meet and confer sessions. Therefore these two benchmark classifications were not included in the Civil Service recommendations that were approved by the Board of Supervisors as the Salary Standardization Ordinance (File 106-93-3) that established the wage and salary levels for Fiscal Year 1993-94.

Having now completed the salary standardization process for the 3417 Gardener and 6331 Building Inspector benchmark classifications, the Civil Service Commission is now recommending the proposed Salary Standardization Ordinance for these two classifications that were not included in the previously approved Salary Standardization Ordinance for Fiscal Year 1993-94. The Civil Service Commission proposes a 1.5 percent increase for the 3417 Gardner benchmark and a two percent increase for the 6331 Building Inspector benchmark.

Comments: 1. Although the Board of Supervisors approved the Salary Standardization Ordinance as recommended by the Civil Service Commission, the Mayor subsequently vetoed the Salary Standardization Ordinance with the result that all classifications subject to salary standardization in accordance with Sections 8.400, 8.401 and 8.407 will remain at their 1992-93 salary levels.

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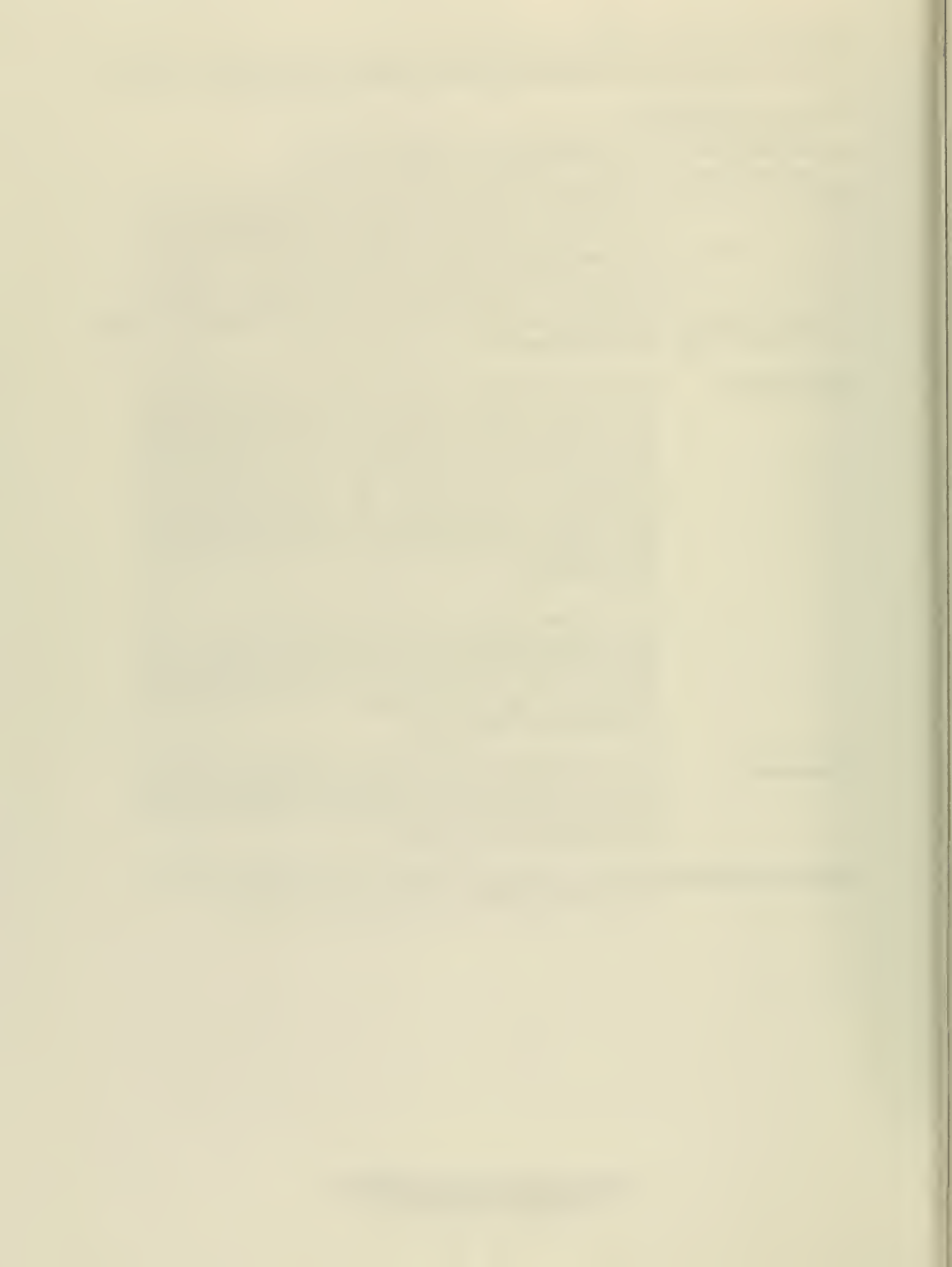
2. Cost increases resulting from the proposed Salary Standardization Ordinance, including the cost increases for the Gardner and Building Inspector classifications, have not been included in the Annual Budget for Fiscal Year 1993-94.

3. The Controller's Office has not estimated the cost increase of the proposed ordinance.

Recommendation: Approval of the proposed Salary Standardization Ordinance is a policy matter for the Board of Supervisors.

Item 11 - File 106-93-6

- Department:** Employee Relations Division
- Item:** Ordinance providing for pay equity adjustments to the schedules of compensation for persons employed by the City and County of San Francisco, the San Francisco Unified School District and the San Francisco Community College District effective July 1, 1993, as provided for in San Francisco Charter Section 8.407-1 and contractually mandated by Memoranda of Understanding.
- Description:** San Francisco Charter Section 8.407-1 and Memoranda of Understanding approved by the Board of Supervisors in September, 1991 (File 93-91-3) require that pay equity adjustments be made for Fiscal Year 1993-94 for certain employee classifications. As a condition for accepting the wage freeze for 1991-92, employee classifications represented by SEIU Locals 790, 250 and 535 negotiated for additional pay equity adjustments of three percent each year for Fiscal Years 1991-92, 1992-93 and 1993-94.
- The proposed ordinance provides for the three percent pay equity adjustment for Fiscal Year 1993-94 as required by the Memoranda of Understanding with SEIU Locals 790, 250 and 535. The pay equity adjustment for 1993-94 affects 145 classifications represented by SEIU Locals.
- Comments:** Mr. John Madden, Chief Assistant Controller, advises that the estimated \$4.3 million additional cost for implementing the proposed ordinance is included in the 1993-94 departmental budgets.
- Recommendation:** Based on the prior approval of the Memoranda of Understanding, approve the proposed ordinance.



Item 12 - File 106-93-4

Department: Employee Relations Division

Item: Ordinance fixing, designating, enumerating and providing schedules of compensation for persons employed by the City and County of San Francisco, the San Francisco Community College District and the San Francisco Unified School District, whose compensations are subject to the provisions of Section 8.409 of the San Francisco Charter and establishing working schedules and conditions of employment and methods of payment, effective July 1, 1993 to make contractually and legally mandated changes thereto, required by the Memorandum of Understanding (MOU) between the City and County of San Francisco and the Union of American Physicians and Dentists.

Description: In November, 1991, the voters approved Proposition B that was implemented by adding Section 8.409 to the San Francisco Charter. Proposition B (Section 8.409) allows employees who are in Miscellaneous classifications and are represented by unions to engage in collective bargaining to set wages, fringe benefits and working conditions.

Pursuant to Section 8.409, physicians and dentists who are represented by the Union of American Physicians and Dentists have opted to determine their wages for Fiscal Years 1992-93 and 1993-94 through collective bargaining. For the second year of the Physicians' and Dentists' MOU, the MOU includes a three percent increase in pay for Fiscal Year 1993-94 (the 2292 Shelter Veterinarian receives a 37 percent increase). All fringe benefits and working conditions remain the same in Fiscal Year 1993-94 as they were in Fiscal Year 1992-93. The current and proposed biweekly pay schedules for physicians and dentists are as follows:

<u>Classification</u>	<u>Biweekly Pay Schedules</u>	
	<u>1992-93</u>	<u>1993-94</u>
2210 Dentist	\$2,711-3,295	\$2,793-3,396
2220 Physician	2,779-3,378	2,862-3,479
2222 Senior Physician	2,918-3,547	3,005-3,653
2230 Physician Specialist	2,918-3,547	3,005-3,653
2232 Senior Physician Specialist	3,217-3,910	3,313-4,028
2233 Supervising Physician Specialist	3,460-4,206	3,566-4,334
2236 Medical Advisor,		
Health Service System	2,571-3,126	2,647-3,217
2292 Shelter Veterinarian	1,565-1,899	2,135-2,596
2582 Forensic Pathologist	4,145-5,039	4,270-5,190

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Comment: Mr. John Madden, Chief Assistant Controller, reports that the increases in wages and salaries and related fringe benefits for physicians and dentists will increase the City's costs by a total of approximately \$600,000 in 1993-94. However, according to Mr. Madden, funding for these increases have not been included in the 1993-94 budget and therefore must either be covered by savings in other salary accounts or by a supplemental appropriation ordinance.

Recommendation: Based on the prior approval of the Memorandum of Understanding, approve the proposed ordinance.

Item 13 - File 106-93-5

Item: Ordinance approving the Mayor's proposal to continue unchanged the compensation of unrepresented employees pursuant to Charter Section 8.409-1.

Description: Pursuant to Section 8.409-1 of the City's Charter, the Mayor must annually propose all forms of compensation for unrepresented employees for approval or disapproval by the Board of Supervisors. The proposed ordinance represents the Mayor's proposal to continue unchanged the wages and other terms and conditions of employment of unrepresented employees as previously approved by the Board of Supervisors for Fiscal Year 1992-93 through Fiscal Year 1993-94.

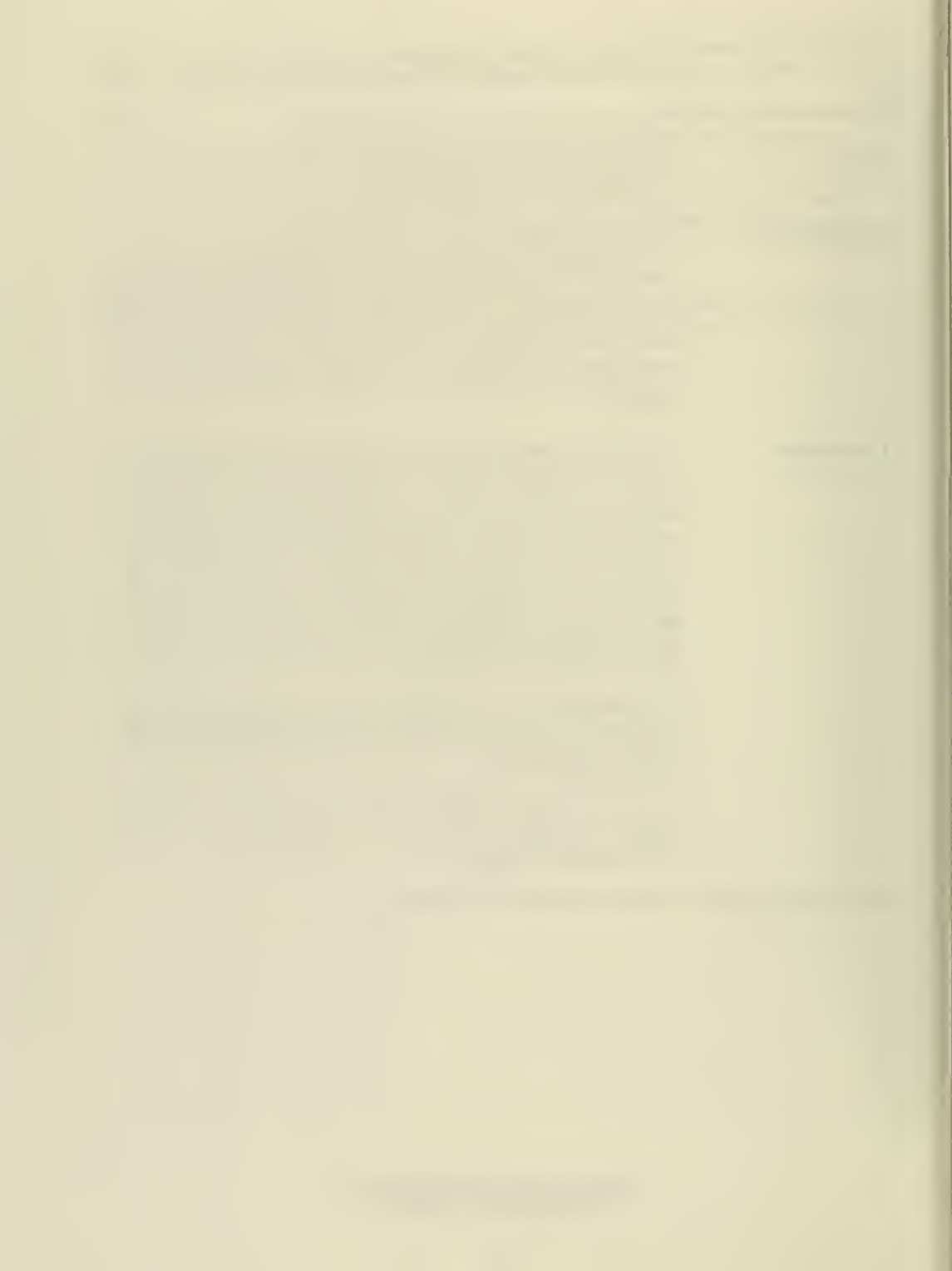
Comments: 1. Ms. Vicki Clayton of the City Attorney's Office reports that the Charter requires that the Mayor annually propose all forms of compensation for unrepresented employees including salaries, hours, benefits and other terms and conditions of employment subject to approval or disapproval of the Board of Supervisors. Therefore, the proposed ordinance represents the Mayor's proposal for the unrepresented employees in the City. As reflected in the proposed ordinance, there would be no change in any wages, or other terms or conditions of employment, due to the wage freeze for Fiscal Year 1993-94.

2. According to Mr. Geoffrey Rothman of the Civil Service Commission, there are less than 1,000 employees that are unrepresented employees, that would be affected by the proposed ordinance.

3. The Fiscal Year 1993-94 budget assumes no increase in wages or other conditions of employment for the unrepresented employees.

Recommendation: Approve the proposed ordinance.

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Item 14 - File 106-93-7

Item: The proposed ordinance would implement the terms of the settlement of litigation in the matter entitled Schach v. Britt, et. al. set forth in the Memorandum of Understanding between the City and County of San Francisco and International Brotherhood of Electrical Workers (IBEW) Local 6. This ordinance amends the rates of shift premium pay.

Description: The Board of Supervisors approved Ordinance #328-92 on October 26, 1992 which ratified the settlement of Schach v. Britt et al., to be effective January 1, 1993. In accordance with this settlement, all employees of the City employed in classifications within Bargaining Unit 1L represented by IBEW Local 6 will receive shift premium pay of eight percent over and above their basic pay rate for all work performed on shifts between 5 pm and 7 am. If a scheduled shift commences before 5 pm or terminates after 7 am, shift pay of eight percent would be paid for all hours worked for the entire shift, provided at least 5.5 hours falls between 5 pm and 7 am.

Comments: 1. The Board of Supervisors settlement of the Schach v. Britt et al. case included payment of \$675,000 of back pay to the affected employees for the increase in the night shift differential. Prior to the lawsuit, the electrical workers were receiving 6 1/4 percent above their basic pay rates. As a result of the lawsuit, the electrical workers now receive 8 percent above their basic pay rates for the night shift differential.

2. However, the lawsuit extended the night shift differential of 8 percent through December 31, 1992. The proposed ordinance would continue this 8 percent night shift differential for all employees of Bargaining Unit 1L represented by IBEW Local 6 from January 1, 1993 through June 30, 1995. The proposed ordinance would therefore amend the MOU between the City and County of San Francisco and IBEW Local 6 to include the 8 percent rate of shift premium pay. The current MOU with IBEW Local 6 expires on June 30, 1995.

3. It should be noted that many City workers receive such increased premium pay, since the Salary Standardization Ordinance currently provides that all employees represented by the Service Employees International Union (SEIU) Locals 790, 250 and 535 receive a night shift differential of 8 percent.

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4. Mr. John Madden of the Controller's Office reports that the proposed ordinance would cost approximately \$165,000 for FY 1993-94. Mr. Madden notes that such costs have already been included in the FY 1993-94 budget.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 15 - File 203-93-1

Department: Real Estate Department

Item: Ordinance authorizing and directing the execution of a quitclaim deed by the City and County of San Francisco ("City") to the San Francisco Unified School District ("School District") for the High School of Commerce and Industry ("High School").

Description: The proposed ordinance authorizes the execution of a quitclaim deed transferring the City's title to the High School, to the School District. The City has no ownership interest in the property but is only a passive trustee of the property. Therefore, the power to manage and control the High School rests with the governing board of the School District.

Comments: 1. The Department of City Planning advises that such transfer of title pursuant to a quitclaim deed from the City to the School District is in conformity with the City's Master Plan and consistent with the Eight Priority Policies of City Planning Code Section 101.1.

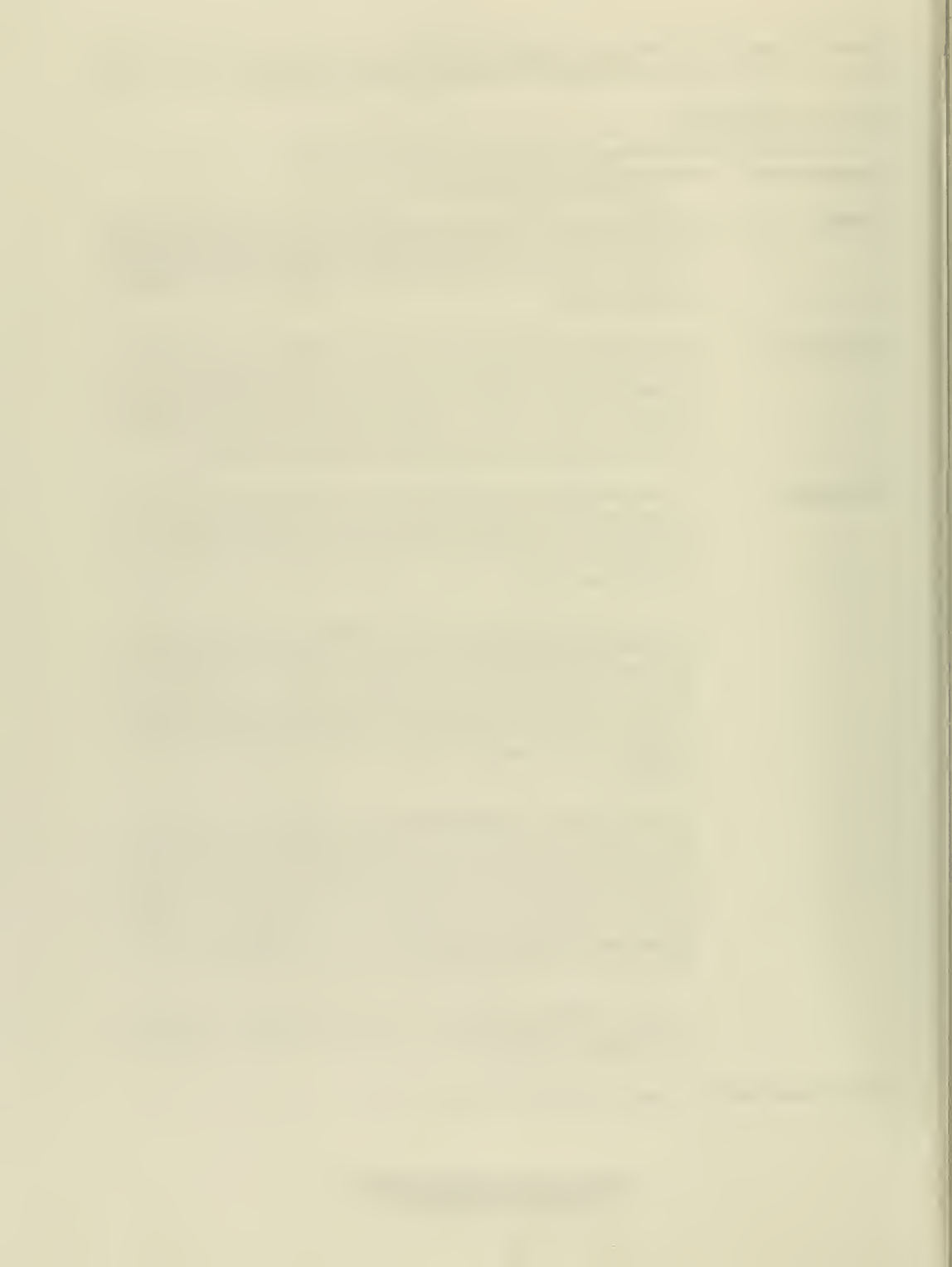
2. Mr. Harry Quinn, Assistant Director of the Real Estate Department, advises that the City's interest in the High School is of no economic value. The City's interest is of no value because the city does not own the property. The State of California owns the property in an economic sense. The City, as passive trustee, merely has the responsibility to care for the property if the School District should fail to care for the property.

The City's status as passive trustee is considered an interest in the property so the City has a title reflecting this interest. This title, which would be conveyed to the School District by the proposed ordinance, merely represents the City's trustee status and hence is not an interest which may be sold for value akin to other property interests. Therefore, the act of conveyance results ultimately in the consolidation of the heretofore fragmented property interests in the property.

3. Mr. Quinn further advises that the School District requested the conveyance by the City for the purpose of consolidating the title.

Recommendation: Approve the proposed ordinance.

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Item 16 - File 64-93-12

Department: Real Estate Department
Civil Service Commission

Item: Resolution authorizing the execution of a lease amendment of an existing lease of real property at 44 Gough Street for the Civil Service Commission.

Location: 44 Gough Street

Lessor: California Medical Association Properties

Purpose of Lease: Office space for a meeting, testing, and training facility for the Civil Service Commission

No. of Sq. Ft. and Cost per Month: 27,000 square feet at \$1.00 per square foot or \$27,000 per month.

Annual Cost: \$324,000

% Decrease From 1992-93: 8.28 percent

Utilities and Janitor Services Provided by Lessor: All Janitorial Services and maintenance of equipment would be provided by the Lessor. Utilities (water, gas, and garbage) would be paid for by the City.

Term of Lease: July 2, 1990 to June 30, 1998

Right of Renewal: Yes

Source of Funds: General Fund (included in the 1993-94 budget)

Comments: The lease amendment would allow the following changes to be made in the existing lease which was renegotiated after the property changed ownership on April 27, 1993:

1. The monthly rent of the existing lease would be reduced from \$29,438 to \$27,000. The reason for the decrease in the monthly rent is because the Real Estate Department was able to negotiate a lower rent after the property changed ownership. According to Mr. Steve Legnitto of the Real Estate Department, the proposed monthly rent represents fair market value.

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2. Although the existing lease began on July 2, 1990, the decrease in rent would be effective after approval by the Board of Supervisors of the proposed lease amendment.
3. The base lease term expiration date would be extended from June 30, 1995 to June 30, 1998, subject to annual appropriation approval of the Board of Supervisors.
4. Disability access improvements and deferred maintenance items would be corrected by the landlord at no cost to the City by July 31, 1993.

Recommendation: Approve the proposed resolution.

Item 17 - File 172-93-25

Department: Public Library

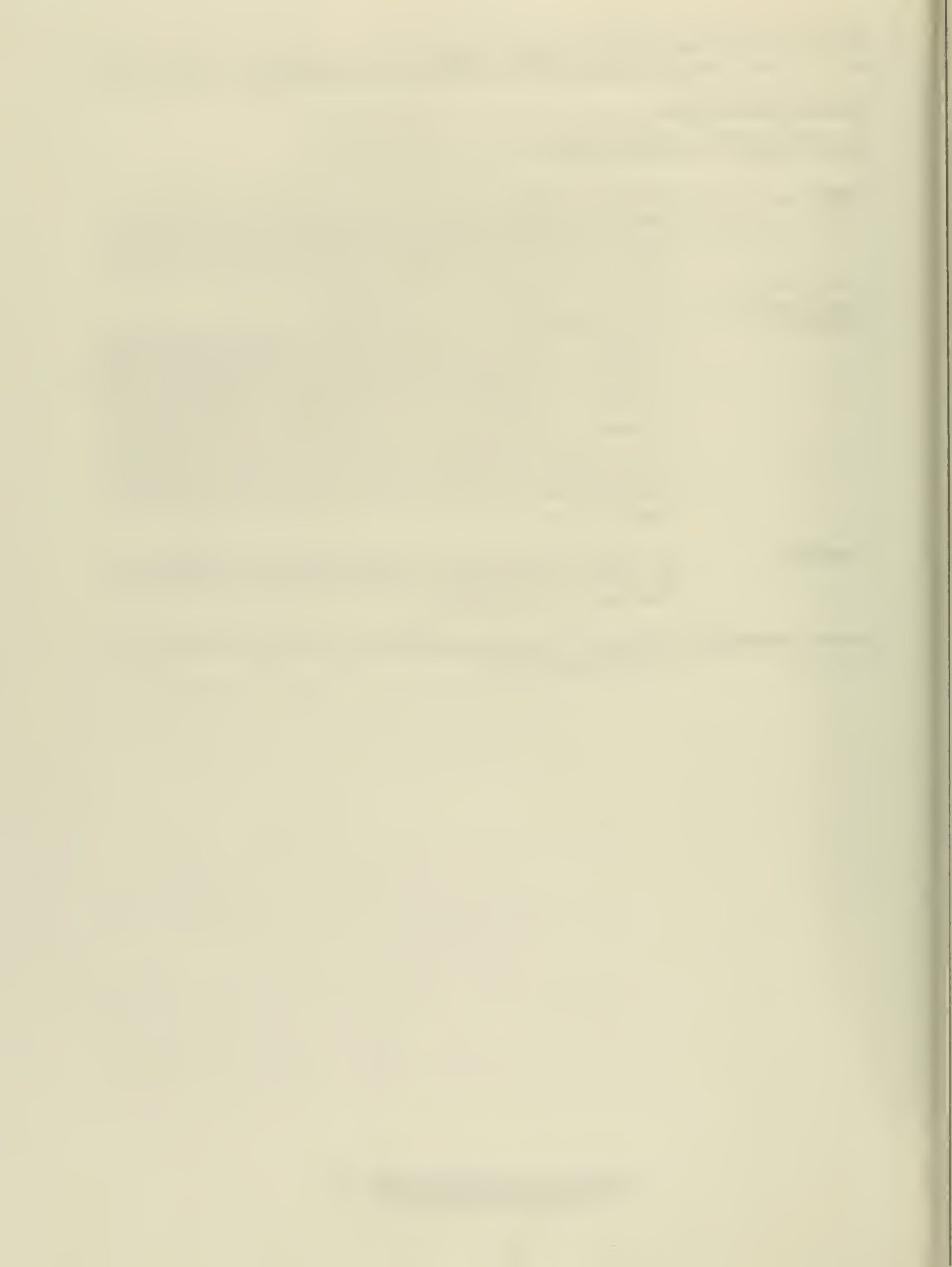
Item: Resolution authorizing the City Librarian to execute an agreement with the California State Library whereby the City would indemnify the State from claims and losses accruing or resulting from the performance of the Library Services and Construction Act (LSCA) Title II Grant Contract.

Description: In August 1992, the Board of Supervisors authorized the City Librarian to accept and expend funds available through the California State Library, Title II, Library Services and Construction Act (LSCA) for Public Library Construction (File 147-92-2.1). The terms of the LSCA grant contract require that the City indemnify the State from any and all claims and losses accruing in the performance of this contract. Approval of the proposed resolution is necessary in order to begin construction for the expansion and improvement of the Mission Branch Library.

Comment: According to Ms. Julie Moll of the City Attorney's Office, the City Attorney's Office has reviewed and approved the language of the indemnification clause.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Item 18 - File 38-93-7

Department: Recreation and Park Department

Item: Resolution accepting a cash gift in the amount of \$26,625 for use by the Recreation and Park Department for summer programs from Northern California Grantmakers.

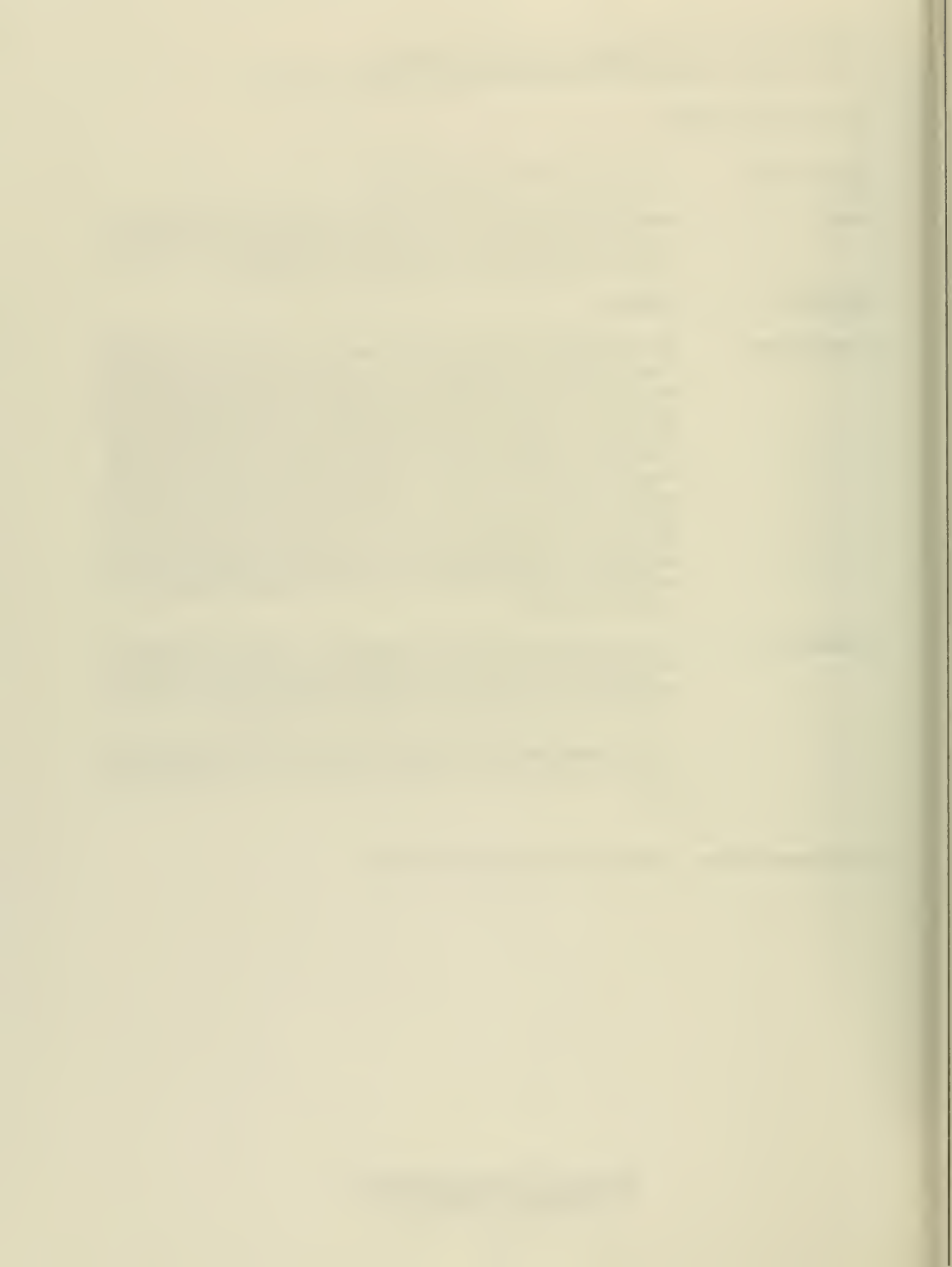
Amount: \$26,625

Description: The proposed resolution would accept a cash gift of \$26,625 from Northern California Grantmakers, a non-profit organization. The Recreation and Park Department would use the money to fund specifically-identified summer programs in 1993-94. \$21,625 would be used to increase the allocations for materials and supplies for 52 playgrounds by amounts ranging from \$300 to \$650. \$5,000 would be allocated to Project Insight Adventure Camp. The Project Insight Adventure Camp, a summer day camp which is located at Loral Hill Playground, is designed to meet the special needs of hearing and sight impaired adolescents. Activities, designed to build confidence and self-esteem, focus on a variety of challenging outdoor activities.

Comments:

1. Mr. Joel Robinson, of the Recreation and Park Department, advises that the allocations to the playgrounds will be used to supplement and enhance summer programs, identified above, which are not included in the Department's budget.
2. Mr. Robinson advises that acceptance of the proposed gift would not result in any additional costs to be incurred by the City.

Recommendation: Approve the proposed resolution.



Item 19 - File 39-93-1

1. This item is a hearing to consider transmitting the 1992-93 Civil Grand Jury Reports of the City and County of San Francisco. This hearing concerns the report released by the 1992-93 Civil Grand Jury on May 5, 1993 entitled San Francisco Unified School District Surplus Properties.

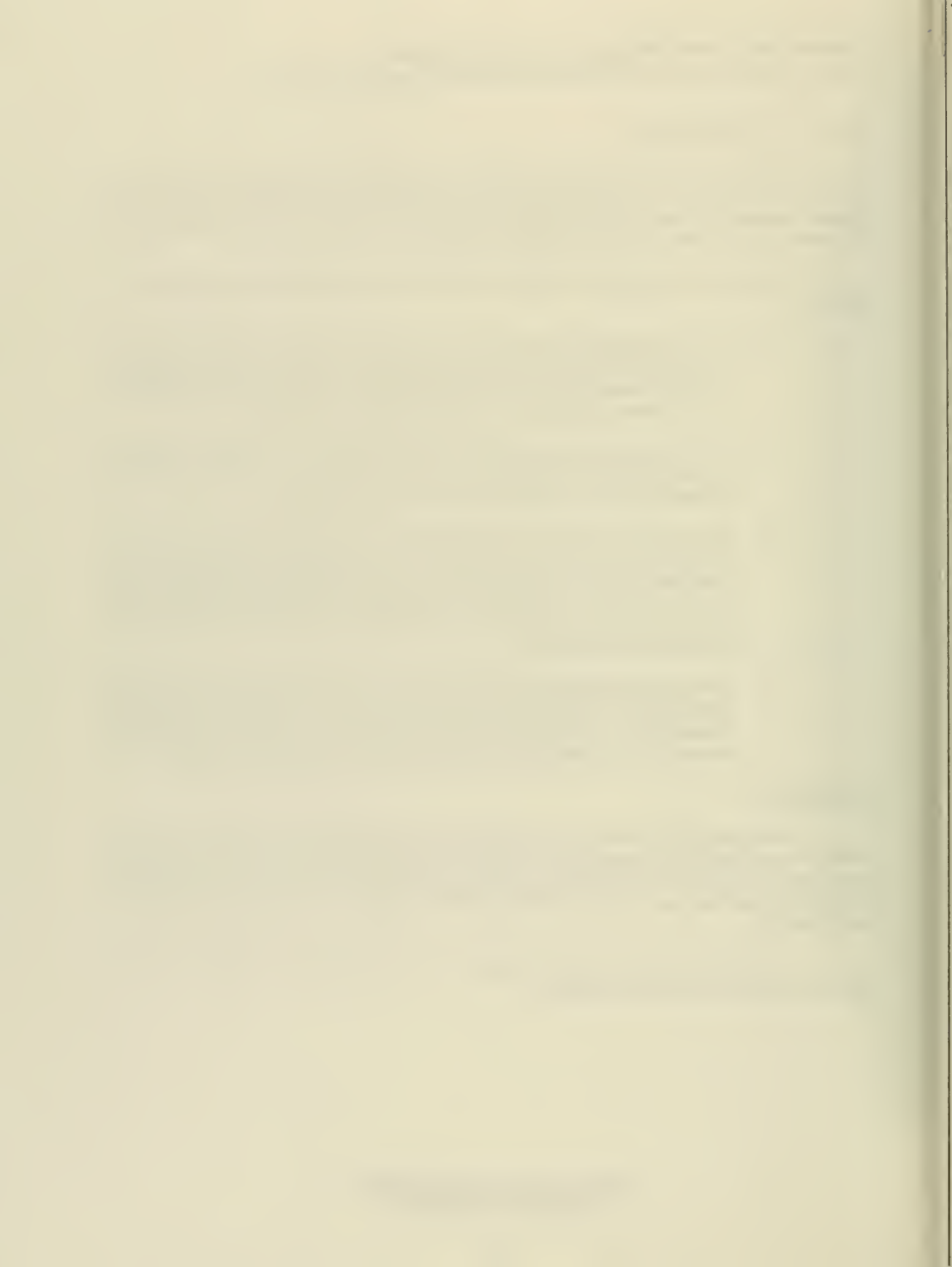
2. The Civil Grand Jury's recommendations included in this report are as follows:

1. The Board of Education should request permission from the State of California's Office of Local Assistance to enable the San Francisco Unified School District to dispose of surplus property in accordance with Section 39360 of the California Education Code.
2. The Superintendent should bring the Simmons report (a report concerning the disposition of excess District properties) to the School Board for action at the earliest opportunity.
3. The Board of Education should follow the recommendations of the Simmons report regarding sales or long-term ground leases. Care must be given not to set minimum bids at unrealistically high levels so as to foreclose interest in the properties. An appraisal of all such properties by a licensed professional appraiser would be an appropriate first step.
4. The Superintendent should recommend to the (School) Board that small parcels which are surplus to the needs of the District be sold immediately, thereby adding to the City's tax base and providing capital for the improvement of the District's physical facilities.

Comments

1. As required by State law, the Board of Supervisors is required to submit comments on the Civil Grand Jury reports to the Presiding Judge of the Superior Court who impaneled the Civil Grand Jury. The Clerk of the Board has requested responses from the San Francisco Unified School District. The Districts' responses are in the file.

2. The Civil Grand Jury Reports do not include cost estimates for implementing their recommendations.



Item 22- File 172-93-23

Department: Public Works

Item: Resolution finding that the State requires the City to conduct a series of load and material tests in order to have the utilities for the new mental health skilled nursing facility connected; authorizing the Director of Public Works to proceed in the most expeditious manner and to enter into a modification agreement with engineering consultants, Forell/Elsesser, and sub-consultants, Schwein/Christensen, to conduct a series of load and material tests at San Francisco General Hospital as part of the service building seismic structural upgrade contract; further authorizing the Director of Public Works to hold consultants and subconsultants harmless from any claims of damage; excepting only those claims or losses resulting from the negligence or willful misconduct of Forell/Elsesser or Schwein/Christensen in the load and material testing.

Description: As part of the City's ongoing seismic upgrading projects, the Department of Public Works (DPW) is completing a seismic upgrading project for the service building at San Francisco General Hospital (SFGH), that houses a separate power plant for SFGH, and also for a new mental health skilled nursing facility to be located at San Francisco General Hospital. The State Office of Statewide Health Planning and Development requires that certain load and materials tests be conducted in order to ensure the structural integrity of the service building, prior to connecting the utility hook-ups for the new mental health skilled nursing facility.

The proposed resolution would authorize the DPW to enter into a modification agreement with the existing engineering consultants, Forell/Elsesser and sub-consultants, Schwein/Christensen, in order to enable these consultants to perform the loads and material tests. The proposed resolution would also hold the consultants and subconsultants harmless from any damages that occur during the materials and loads testing, except for claims or losses resulting from the negligence or willful misconduct of the consultants and subconsultants.

Comments: 1. According to Mr. Tony Leung of the DPW, the DPW is requesting the hold harmless agreement because the engineering consultants and subconsultants did not design or engineer the SFGH building, and therefore the consultants are not willing to assume any responsibility for any damages that occurs during the State-required loads and materials

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testing related to the hookup of utilities at the new mental health skilled nursing facility to be located at SFGH. Mr. Leung also reports that the DPW will take precautions during the loads and materials testing to safeguard against any structural damages that may occur. The DPW estimates that the cost that the City may incur could be a maximum of \$100,000. Mr. Leung indicates that any additional costs would be funded through the construction contingency budgeted for the seismic upgrading project at SFGH, funded with 1990 Earthquake Safety Bond funds. However, Mr. Leung reports that other construction costs may have to be scaled back in the event that any structural damages occur.

2. Mr. Leung reports that the original engineering contract was \$176,780, and a contract modification for the loads and materials testing of \$64,001 would increase the total contract amount to \$240,781. Mr. Leung indicates that the engineering contract is funded through City 1990 Earthquake Safety Bonds, and sufficient bond funds are available to cover the additional contract modification.

3. According to Mr. Leung, although the State requires that these special tests be completed, the building owner (i.e. the City) is required to complete the tests, and pay for any costs associated with the required special loads and materials testing.

Recommendation: Approve the proposed resolution.

Item 23 - File 172-93-24

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Director of Public Works to enter into a cooperative agreement on behalf of the City and County of San Francisco with the State of California through its Department of Transportation pursuant to Streets and Highway Code Section 73, providing for relinquishment to the City and County of portions of a State right-of-way in the vicinity of Route 280 between Plymouth Street and Justin Drive and providing that the State pay the City the estimated cost of placing the relinquished parcels in a state of good repair.

Amount: \$367,500

Source of Revenue: State Department of Transportation

Description: The proposed resolution would allow the City to enter into an agreement with the State of California, Department of Transportation to accept portions of the right-of-way near I-280 between Plymouth Avenue and Justin Drive. The portions of the right-of-way to be relinquished are several sections of City streets and sidewalks that are adjacent to or cross a two mile section of I-280, and are owned by the State.

The portions of the right-of-way are currently in disrepair. The proposed agreement would require the State to pay the City the estimated cost to repair the relinquished parcels, upon submission of an invoice. This cost is estimated to be \$367,500. The repair would consist of resurfacing walkways and portions of the streets, installing wheelchair accessible ramps, pruning and trimming trees and bushes, and installing signs.

Comments: 1. The proposed resolution identifies Plymouth Avenue as Plymouth Street. Therefore, the proposed resolution should be amended to correctly identify Plymouth Avenue.

2. According to the DPW, the State Department of Transportation previously required these portions of the right-of-way for reasons associated with the construction or maintenance of I-280. However, the State no longer needs these parcels of land.

3. If the total cost to repair the portions of the right-of-way is more than \$367,500, the City and not the State would bear these additional costs, since it was the City that estimated the cost of the repairs.

4. The portions of the right-of-way proposed to be relinquished are regular residential streets, contiguous to City-owned streets. However, according to Mr. Scott Shoaf of the DPW, the State assumes responsibility for maintenance and repair for the State-owned sections of the streets.

5. According to Mr. Shoaf, if the State relinquishes the streets to the City, the City would assume the on-going responsibility for maintenance and repair (aside from the initial repairs, at an estimated cost of \$367,500, noted above). The DPW's total expenditures would not increase as a result of accepting ownership of these portions of the right-of-way, since any additional maintenance and repair would be absorbed into the Department's existing workload.

6. Ms. Brady reports that acceptance of the portions of the right-of-way might increase revenue to the City, since various Federal and State grants are awarded based on the number of miles of roadway. The extent to which grant funds would increase as a result of accepting these parcels cannot be determined at this time, according to Ms. Brady.

Recommendation: Amend line eight and line 15 of the proposed resolution to read "Plymouth Avenue" rather than "Plymouth Street," and approve, as amended.

Item 24 - File 172-93-26

Department: Public Utilities Commission

Item: Resolution authorizing an indemnity provision to an agreement between the City and County of San Francisco and the City of South San Francisco.

Description: In June of 1993, the San Francisco Public Utilities Commission authorized an Agreement between the City of San Francisco and the City of South San Francisco for the design and construction of improvements to the San Francisco Water Department (SFWD) Crystal Springs Water Supply pipelines within a public right-of-way located in South San Francisco. These improvements are to be made in conjunction with the design and construction of the City of South San Francisco's Oyster Point Boulevard Interchange and Grade Separation Project (Project).

The Agreement states that SFWD construction improvements of the Crystal Springs Water Supply pipelines are necessary in order for South San Francisco to facilitate construction of the Project. The Project involves increasing the elevation of a street by adding more dirt, resulting in more weight on the SFWD pipes which are located underneath the street (public right-of-way). Therefore, the SFWD must strengthen the existing pipes in this area.

South San Francisco has agreed to coordinate and complete construction of the South San Francisco Project and the SFWD pipeline construction improvements by preparing construction bid documents and by entering into and administering the construction contract. One contractor will perform both construction projects.

The Agreement includes provisions for the City of South San Francisco and the City and County of San Francisco to indemnify, defend and hold harmless each other from all claims, suits or actions to the extent that such claims, suits, or actions are due to the negligence or willful misconduct of one or both party(ies) or the party's (ies) failure to perform obligations required under the Agreement.

Additionally, the selected construction contractor would be required to indemnify, defend, and hold harmless both the Cities of South San Francisco and San Francisco from any losses or liabilities incurred as a result of any injury or death to any person(s) or damage to any property(ies) arising out of

or in connection with the materials used or the work to be performed by the contractor under the Agreement.

Comments:

1. Mr. Dan Collins of the City Attorney's Office reports that the City Attorney's Office has reviewed and approved the proposed indemnification agreement between the City of San Francisco and the City of South San Francisco.

2. The Agreement states that South San Francisco will 1) have full control over the contractor's construction activities and 2) be responsible for project management and construction contract administration. SFWD will conduct inspections of the improvements made to SFWD pipelines.

3. Under the Agreement, the City of South San Francisco is responsible for 1) design, construction, and construction administration costs for its Oyster Point Boulevard project improvements and 2) 10.8 percent of the design, construction and construction administration costs for SFWD pipeline improvements. SFWD is responsible for the 89.2 percent balance of the costs of the SFWD pipeline improvements. The Agreement specifies that the maximum total cost to the SFWD will not exceed \$1,900,000.

4. Mr. Bill Camp of the SFWD advises that the funding for this project was appropriated in 1992-93 and that the source of funding is the bond interest on the 1991 Water Replacement Bond Issue.

Recommendation: Approval of the proposed resolution providing for an indemnity provision is a policy matter for the Board of Supervisors.

Item 25 - File 64-93-15

Department: Community Health Services
Real Estate

Item: Resolution authorizing a new lease of real property at 1307 Evans Avenue, San Francisco, for the Department of Public Health.

Location: 1307 Evans Avenue

Purpose of Lease: Office space and clinical counseling rooms for the Family Mosaic Project.

Lessor: India Basin Plaza, a California limited partnership

No. of Sq. Ft. and Cost per Month: 7,198 square feet at \$.97 per square foot or approximately \$6,982 per month. 13 on-site individual parking spaces are included in the rent.

Annual Cost: Approximately \$83,784 for the first year

Utilities and Janitor Services Provided by Lessor: Gas, water, scavenger and janitorial service would be provided by the Lessor. The City would pay its own electricity which would be separately metered. The Community Mental Health Department has grant funds available to pay for these electricity costs of approximately \$3,000 annually.

Term of Lease: August 1, 1993 through June 30, 1998 (4 years, 11 months)

Escalation: Five percent increase annually, beginning in July, 1994.

Right of Renewal: The City would have an option to extend the term for an additional period of five years at 95 percent of the fair market rent.

Source of Funds: General Fund. Included in the Mayor's recommended FY 1993-94 Children's baseline budget for the Community Health Services department. (See Comment #4).

Description: The Family Mosaic Project is an interagency system of care for children and youth with serious emotional problems who are at risk of out-of-home placement or currently are in out-of-home placement. The interagency system includes the San Francisco Unified School District (SFUSD), Juvenile Probation, Department of Social Services and the Department of Mental Health.

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The Family Mosaic project is funded through 1) a grant from the Robert Wood Johnson Foundation, 2) a grant from the State Department of Mental Health, 3) the Medi-Cal reimbursement contract that provides revenues based upon each beneficiary that enrolls in the program, and City General Fund monies budgeted in various departments including Community Health Services, Community Mental Health, the Department of Social Services and the Juvenile Probation Department. As noted above, the proposed lease would be funded through the Children's baseline budget of the General Fund.

The Family Mosaic Project currently occupies approximately 6,678 square feet at 3450 3rd Street at a General Fund cost of \$88,000 annually. The existing lease at 3450 3rd Street provides space for approximately 28 employees (includes 12 new hires). The Department of Social Services also has 28 employees at 3450 3rd Street in addition to the 28 Family Mosaic employees, although this existing lease is entirely funded through the General Fund. Therefore, a total of 56 persons currently occupy the 3rd Street office, including the DSS staff. Funding for the 28 positions in the Family Mosaic Project is from a combination of State, Federal and General Fund monies.

The Family Mosaic Project anticipates the addition of 30 full-time employees and an increase in the number of enrollees served from 100 to 300 children. The proposed lease for 1307 Evans Avenue would be used for additional office space and clinical counseling space for the 30 additional Family Mosaic employees and to provide additional counseling space required by the increased service level (increased number of enrollees from 100 to 300).

Comments:

1. According to Mr. Abner Boles, Director of the Family Mosaic Project, of the Community Health Services (CHS) Department, because of a lack of sufficient space at the 3rd Street location, the Department is requesting the proposed lease for the additional employees and to provide adequate space for clinical counseling for the increase in enrollees. Mr. Boles reports that the Department would continue to use the 3rd Street Office space exclusively for administrative purposes, and DSS staff would also remain at the 3rd Street site. Mr. Pablo Bravo of the Community Health Services Department indicates that funds for this 3rd street lease and the proposed lease are included in the Mayor's recommended 1993-94 budget. If the proposed lease is approved, the total General Fund costs would be \$171,784 on an annual basis including \$88,000 for the 3rd Street site and \$83,784 for the

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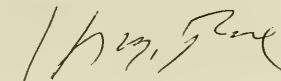
proposed Evans Avenue lease. Ms. Claudine Venegas of the Real Estate Department indicates that the proposed Evans Avenue location at an annual cost of \$83,784, is \$4,216 less on an annual basis than the 3rd Street location because real estate rents have dropped due to market conditions, and the City is currently able to benefit from these lower rents instead of the higher rent that was negotiated for the 3rd Street lease a few years ago.

2. As noted above, the Department anticipates that 30 additional employees would be added to the Family Mosaic Project. According to Mr. Bravo, only 12 additional persons have been hired, and are included in the 28 total staff who are currently occupying 3rd Street, but that none of the remaining additional 30 employees have yet been hired. Mr. Bravo anticipates that the remaining 30 staff would be hired through FY 1993-94, but the department does not yet know the specific number of additional staff that would be hired. The Budget Analyst notes that in the event that no additional employees are hired, the proposed lease that would provide 7,198 square feet would be excessive.

3. The amount of square feet requested in the proposed lease is not justified, given that none of these additional employees have thus far been hired, and given that the department has not yet finalized staffing plans. Therefore, the Budget Analyst recommends that the proposed resolution be continued to the call of the Chair until such time that staffing plans for the Family Mosaic Project are finalized and a more precise amount of the additional space required by the added staff has been determined.

4. The Controller's Office reports that the Community Health Services Department has provided information to indicate that the proposed lease would be funded with State grants funds, rather than through the Mayor's recommended FY 1993-94 General Fund Children's baseline budget.

Recommendation: Continue the proposed resolution until such time that staffing plans for the Family Mosaic Project are finalized.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Leal
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher

Supervisor Migden
Supervisor Shelley
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